



**City of Spokane Park Board  
Land Committee Meeting**

Wednesday, February 5, 2020 - 3:00 p.m.  
Willow Room, Woodland Center - John A Finch Arboretum  
3404 West Woodland Boulevard, Spokane, Washington  
Al Vorderbrueggen – Park Operations Director

**Committee Members:**

X Gilman, Greta – Chairperson  
X Lodato, Sally  
X Ogden, Jennifer

**Also present:**

**Park Board:**

Bob Anderson  
Barb Richey

**Parks Staff:**

Fianna Dickson  
Ryan Griffith  
Nick Hamad  
Garrett Jones  
Jennifer Papich  
Carl Strong  
Al Vorderbrueggen

**Other City Staff:**

Andrew Chanse

**Guest(s):**

Craig Andersen  
Mark Dailey  
Cody Dompier  
Tim Kestell  
Lori Troyer  
Renae Webster

(Note: Sally Lodato arrived about 3:25 p.m. Barb Richey left about 4:10 p.m.)

**Summary**

- The Committee recommended as a regular agenda item Park Board vote on accepting ownership of Beacon Hill 05.16 (Rayner) and Beacon Hill Administrative Acquisition (Collin) properties if acquired through the Conservation Futures Program.
- The Committee forwarded to the Park Board as a regular agenda item the Resolution to adopt the portion of the 2020 Spokane County Park Plan pertaining to Beacon Hill specific projects / Beacon Hill and Camp Sekani.
- The Committee forwarded to the Park Board as a regular agenda item the Library MOU wherein the Library Board will allocate \$175,000.00 for Liberty Park Court Replacement.
- The Committee forwarded to the Park Board as a regular agenda item the \$240,030.00, non-taxable service, consulting contract with Design Workshop, Inc. for Parks and Public Open Space Master Plan / Park System.
- The Committee forwarded to the Park Board as a consent agenda item the Ditches Unlimited, Inc. construction change order #3 in the amount of \$113,679.62, tax inclusive, for the Mirror Pond Rehabilitation project at Manito Park.
- The Liberty Park Library project goes out to bid March 9<sup>th</sup>. The Shadle Park project will be 95% drawings by then. Design details and rationale for both locations were reviewed as well as the Liberty Park site plan, master plan process, and community input.
- Committee consensus regarding easements across park property for adjacent private development at High Bridge Park was for staff to research easements previously granted across park property throughout the city and develop policy for these types of situations, but did not support allowing the discussed easements at this time.
- If the Board approves the contract for the Parks and Open Space Master Plan, we will be under contract to do a plan for Meadowglen Park as a part of that process. Implementation of a resulting plan will take four to five years at its fastest, but will be impacted by available funding.

## MINUTES

Chairperson Greta Gilman convened the meeting at 3:00 p.m. Attendance was noted. Agenda order changes were made as the meeting progressed.

### Action Items:

**1. Accepting ownership of Beacon Hill 05.16 (Rayner) and Beacon Hill Administrative Acquisition (Collin) properties if acquired through Conservation Futures Program** – Park staff reviewed the request for Park Board to accept ownership of potential properties beginning to move through the Conservation Futures and the Washington state Recreation Conservation Office (RCO) grant process, a property the Board accepted in 2016, the many partners in the area, site locations, acquisition benefits, and the funding process. Clarifications and questions were discussed.

**Motion #1:** Greta Gilman moved the Park Board vote on accepting ownership of Beacon Hill 05.16 (Rayner) and Beacon Hill Administrative Acquisition (Collin) properties if acquired through the Conservation Futures Program.

Sally Lodato seconded. Motion passed as a regular agenda item. 3 yeas 0 nays

**2. Resolution to adopt portion of 2020 Spokane County Park Plan pertaining to Beacon Hill specific projects / Beacon Hill and Camp Sekani (no cost)** – Action Item #1 discussion also applied to Action Item #2. Park staff reviewed the background leading up to both Action Items, re-ranking of the Conservation Futures list, the resolution would adopt section policies 5.9 “support efforts to connect public land within Beacon Hill through the purchase of private land from willing sellers”, and 5.10 “partner with other jurisdictions and organizations to meet shared goals for preserving open space lands and corridors and public access to those lands throughout Spokane County”, and the timeline if Park Board approves and adopts the Action items. Partnering with the County is needed to jointly apply for RCO grant funding. The application would be for two separate grants and matching funding, with no cost to City Parks. Questions and clarifications were discussed.

**Motion #2:** Greta Gilman moved the Resolution to adopt the portion of the 2020 Spokane County Park Plan pertaining to Beacon Hill specific projects / Beacon Hill and Camp Sekani be taken to the Park Board.

Sally Lodato seconded. Motion passed as a regular agenda item. 3 yeas 0 nays

**3. Library MOU for Liberty Park Court Replacement** – Park staff reviewed the \$175,000.00 estimated cost to replace the exact existing facility, replacement amenity options, and Park Board pre-approval for option(s) costing in excess of that amount. Clarifications, questions, and concerns were discussed.

**Motion #3:** Greta Gilman moved to forward the Library MOU for Liberty Park Court Replacement to the Park Board.

Jennifer Ogden seconded. Motion passed as a regular agenda item. 2 yeas 0 nays

**4. Design Workshop, Inc. consulting contract for Parks and Public Open Space Master Plan / Park System (\$240,030 non-taxable service)** – Park staff reviewed the item background, the need for an updated Master Plan, the selection process, the scoring committee's unanimous selection for award of this contract to Design Workshop, Inc., background information about them and their partners, the four phases of plan development, scope of work, expected timeline, and utilization of a core working team along with a citizen advisory committee. Clarifications and questions were discussed.

**Motion #4:** Greta Gilman moved to forward the Design Workshop, Inc. consulting contract for Parks and Public Open Space Master Plan / Park System to the Park Board.

Jennifer Ogden seconded. Motion passed as a regular agenda item. 3 yeas 0 nays

**5. Ditches Unlimited, Inc. construction change order #3 for the Mirror Pond**

**Rehabilitation project / Manito Park (\$113,679.62 tax inclusive)** - Park staff reviewed to-date project progress, scope of work revisions to add materials and labor for pipe anchoring to the bottom of the pond as well as alternate #3 to construct a treatment pond, The Friends of Manito decision to allocate an additional \$25,000.00 for this project, and negotiations with the contractor for Park staff to do some of the planting work which will result in some future credit back to Parks. Questions, clarifications, and a change to briefing paper wording were discussed.

**Motion #5:** Greta Gilman moved to forward the Ditches Unlimited, Inc. construction change order #3 for the Mirror Pond Rehabilitation project at Manito Park to the Park Board.

Sally Lodato seconded. Motion passed as a consent agenda item. 3 yeas 0 nays

**Discussion Items:**

1. Shadle and Liberty Library Projects Update – The Library Director introduced the project team, who reviewed the Liberty Park project goes out to bid March 9<sup>th</sup>, the Shadle Park project will be 95% drawings by then, design details and rationale for both locations, as well as the Liberty site plan, master plan process, and community input. Questions and clarifications were discussed.

2. Discuss Easement across Park property for adjacent private development / High Bridge Park –A property owner and Kiemle Hagood staff were introduced. They reviewed the site location, history of the private property, the need to obtain easements from Parks for underground sewer and water as well as aboveground access in order to make the property developable in exchange for locating something of value to the public on the impacted Park property, and expressed interest in being a test case for working out solutions with Parks for these types of situations. Park staff reviewed the involved Park property is one of the random holdings the Department isn't planning to develop as a park, existing easements across various Park properties, and support for policy development regarding these types of requests. Concerns, questions, and clarifications were discussed. Committee consensus was for staff to research easements previously granted across park property throughout the city and develop policy for these types of situations, but did not support allowing the discussed easements at this time. The request may be revisited once policy has been established.

3. Meadowglen Park update – Per Park staff, if the Board approves the previously presented contract for the Parks and Open Space Master Plan, we will be under contract to do a plan for Meadowglen Park as a part of that process. Implementation of a resulting plan will take four to five years at its fastest, but will be impacted by available funding. Parks has applied for a Washington state grant for the district area. Strategies to speed up the process and encourage citizen involvement and support were discussed.

**Standing Report Items:** none

The meeting adjourned at 5:15 p.m. The next Land Committee meeting is scheduled for Wednesday, March 4, 2020, at 4:00 p.m. in the Willow Room of the Woodland Center at the John A. Finch Arboretum, 3404 West Woodland Boulevard, Spokane, Washington.

# Spokane Park Board

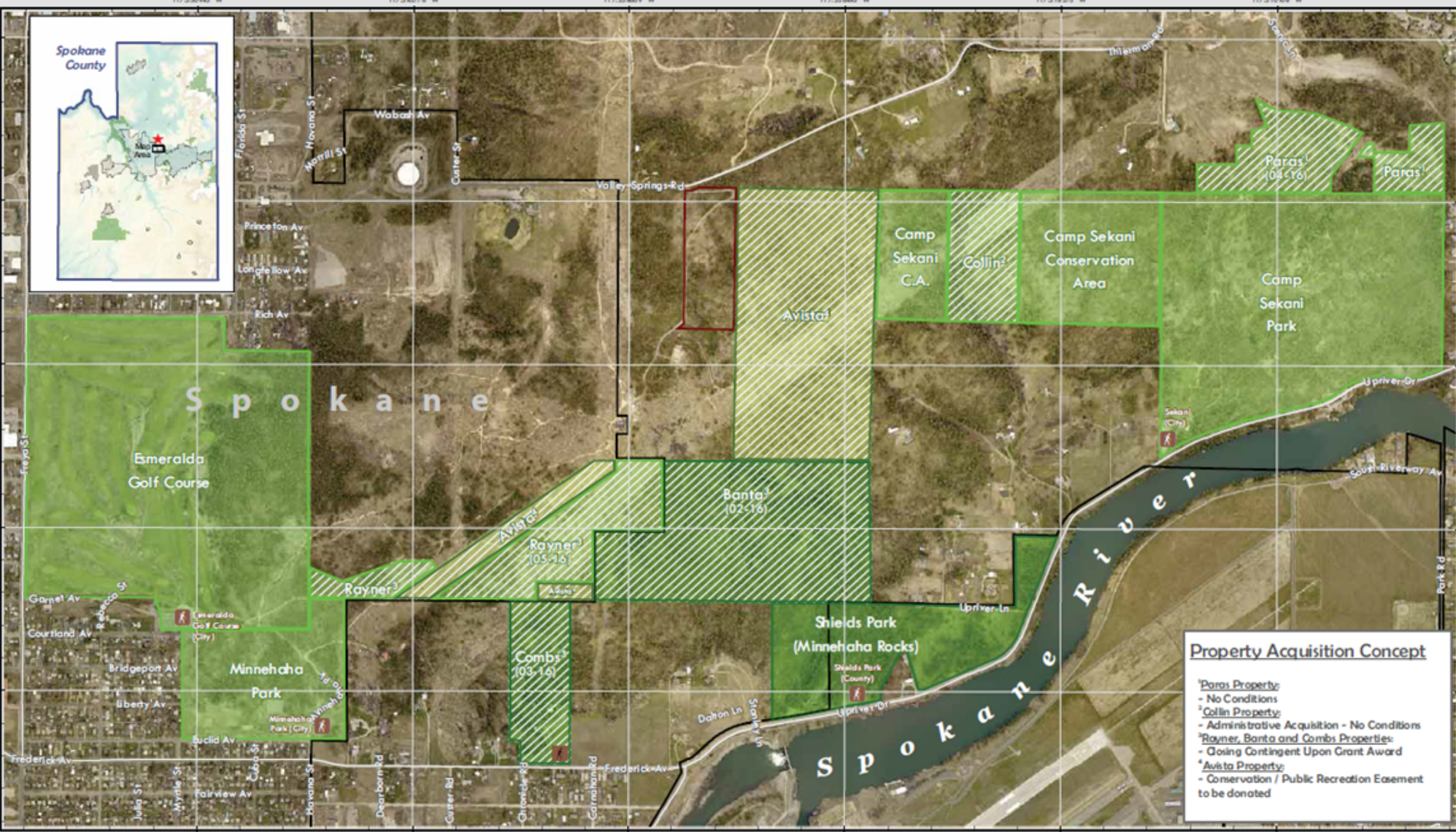
## Briefing Paper



<b>Committee</b>	Land		
<b>Committee meeting date</b>	Feb. 5, 2020		
<b>Requester</b>	Al Vorderbrueggen		<b>Phone number:</b> 363-5464
<b>Type of agenda item</b>	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
<b>Type of contract/agreement</b>	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
<b>City Clerks file</b> (OPR or policy #)			
<b>Item title:</b> (Use exact language noted on the agenda)	Accepting Ownership of Beacon Hill 05.16 (Rayner) and Beacon Hill Admin. Acqu. (Collin) Properties if Acquired Through Conservation Futures Program.		
<b>Begin/end dates</b>	Begins: Mar. 1, 2020	Ends:	<input checked="" type="checkbox"/> Open ended
<b>Background/history:</b> The Paras property (04.16) was accepted for possible ownership by the Park Board in August of 2016. If successfully acquired, the Paras, Rayner and Collin properties shall complete the connectivity at Beacon Hill and be used and managed in perpetuity for passive non-motorized recreation by the public. The area will continue to be maintained through the agreement with Evergreen East Mountain Bike Alliance in such manner as to preserve the natural resources of the City Properties.  (Property Acquisition Questionnaires, Map and Conservation Futures Acquisition List attached)			
<b>Motion wording:</b> To approve the ownership of the properties by the city if the properties are acquired through the Conservation Futures Program.			
<b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
<b>Distribution:</b> Parks – Accounting Parks – Pamela Clarke Requester: Al Vorderbrueggen Grant Management Department/Name: _____			
<b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____			
<b>Vendor:</b> <input type="radio"/> Existing vendor <input checked="" type="radio"/> New vendor <b>Supporting documents:</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)  <input type="checkbox"/> Contractor is on the City's A&amp;E Roster - City of Spokane  <input type="checkbox"/> UBI: _____ Business license expiration date: _____         </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)  <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)  <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)         </div> </div>			



Spokane County



### Property Acquisition Concept

- Paras Property:**
  - No Conditions
- Collin Property:**
  - Administrative Acquisition - No Conditions
- Rayner, Banta and Combs Properties:**
  - Closing Contingent Upon Grant Award
- Avista Property:**
  - Conservation / Public Recreation Easement to be donated

- Existing County Parks
- Existing City Parks
- Municipal Boundaries
- Banta, Combs Properties - To be acquired by County
- Paras, Collin, Rayner Properties - To be acquired by City
- Avista - Conservation / Public Recreation Easement to be Donated
- Beacon Hill Nomination 06-16 - not part of Concept

- Existing Trailheads
- Future Trailhead

## Beacon Hill Conservation Futures

- Project Illustration -



Spokane County  
Geographic Information Systems  
Map Produced: December 2019



Exhibit C - 2016 Conservation Futures Prioritized Acquisition List - Final Recommendation

Please Note: **Final Recommendation:** The Land Evaluation Committee took into account the results of the evaluation criteria along with public input, their experience on each nominated site and the Staff Recommendation, which took into account title reports, review of existing legal agreements affecting properties, potential funding sources, and other factors. **\*Administrative Acquisition:** Nominations identified for Administrative Acquisition will be pursued by staff utilizing the process described in the 2016 Program Overview pending availability or satisfaction of contingencies as described below to solve critical existing issues related to the access and management of existing public parklands.

Status Update	Nomination Name	Ranking	Future Ownership	Property Description	Ranking Notes / Contingencies
	Liberty Lake 19-16	*Administrative Acquisition	City of Liberty Lake	23.1 acre property inside the City of Liberty Lake	Considering the real potential to provide and preserve a critical public access connection to Saltese Uplands Conservation Area from the City of Liberty Lake and to address current trespassing issues, this property is to be pursued through the Administrative Acquisition Process <u>contingent</u> upon the City of Liberty Lake obtaining all public trail easements or property necessary to physically connect this nomination to Saltese Uplands C.A. The City of Liberty Lake is asking for 50% of the purchase price to be reimbursed by Conservation Futures.
	Beacon Hill "Collin Property"	*Administrative Acquisition	City of Spokane	18.56 acre property between two Conservation Futures-purchased, City owned parcels.	"Collin Property" Acquisition of this property would resolve a long-standing legal access issue to a Conservation Futures-acquired property (Camp Sekani Conservation Area). Currently, a parcel acquired by CF has no legal access. The purchase of this property would connect two CF-acquired properties, resolving a legal access issue (where there currently is none) for the City of Spokane Parks and Recreation Department.
	Beacon Hill 04-16	1	City of Spokane	19.7 acre property adjacent to Camp Sekani Park. Contains upper portion of Sekani Downhill Bike Course.	"Paras Property"
	Beacon Hill 02-16	2	Spokane County	70 acre property adjacent to John C. Shields Park in Beacon Hill area.	"Banta Property"
	Beacon Hill 03-16	3	Spokane County	20 acre property that's part of the Beacon Hills Trail System.	"Combs Property"
	Beacon Hill 05-16	4	City of Spokane	31.5 acre property that's part of the Beacon Hills Trail System.	"Rayner Property"
	Latah Creek 17-16	5	City of Spokane	47 acre property adjacent to High Drive Park on Latah Creek.	
	Little Spokane 23-16	6	Spokane County	95 acre property on the Little Spokane River.	
	High Drive 15-16	7	City of Spokane	22.7 acre property adjacent to Hangman Park.	
	Little Spokane 22-16	8	Spokane County	230 acre property adjacent to Van Horn, Edburg & Bass Conservation Area.	This ranking is contingent upon no fee access for maintenance vehicles to the property via Riverbluff Ranch HOA.
	Dishman Hills 07-16	9	Spokane County	34 acre property within the Dishman Hills.	
	Liberty Lake 20-16	10	Spokane County	268 acre property adjacent to Liberty Lake Regional Park.	



Exhibit C - 2016 Conservation Futures Prioritized Acquisition List - Final Recommendation

Please Note: **Final Recommendation:** The Land Evaluation Committee took into account the results of the evaluation criteria along with public input, their experience on each nominated site and the Staff Recommendation, which took into account title reports, review of existing legal agreements affecting properties, potential funding sources, and other factors. **\*Administrative Acquisition:** Nominations identified for Administrative Acquisition will be pursued by staff utilizing the process described in the 2016 Program Overview pending availability or satisfaction of contingencies as described below to solve critical existing issues related to the access and management of existing public parklands.

Status Update	Nomination Name	Ranking	Future Ownership	Property Description	Ranking Notes / Contingencies
	Fancher 14-16	11	TBD	85.3 acre property north east of Beacon Hill	
	Dishman Hills 12-16 A	12	TBD	90 acre property adjacent to Dishman Hills Conservation Area - Iller Creek Unit.	
	Palisades - 27-16	13	TBD	Palisades Park Inholding.	
	Dishman Hills 10-16	14	TBD	100 acre property adjacent to Stevens Creek Trailhead (Dishman Hills Conservation Area - Iller Creek Unit).	
	Little Spokane 21-16	15	TBD	7 acre property adjacent to Haynes Conservation Area	
	Liberty Lake 18-16	16	TBD	138 acre property adjacent to Liberty Lake Regional Park	
	Dishman Hills 13-16	17	TBD	138 acre property southwest of Dishman Hills Conservation Area - Iller Creek Unit	
	Beacon Hill 06-16	18	TBD	15 acre property that's part of the Beacon Hill Trail System	
	Palisades - 26-16	19	TBD	Palisades Park Inholding	
	Palisades - 29-16	20	TBD	Palisades Park Inholding	
	Palisades - 30-16	21	TBD	Palisades Park Inholding	
	Palisades - 31-16	22	TBD	Palisades Park Inholding	
	Palisades - 32-16	23	TBD	Palisades Park Inholding	
	Palisades - 33-16	24	TBD	Palisades Park Inholding	
	Palisades - 34-16	25	TBD	Palisades Park Inholding	
	Dishman Hills 11-16	26	TBD	4 acre addition to Dishman Hills Conservation Area - Glenrose Unit.	
	Palisades - 35-16	27	TBD	10 acre addition to Palisades Park	
	Palisades - 36-16	28	TBD	22 acre property north of Palisades Park	
	Dishman Hills 09-16	29	TBD	146 acre property southwest of Dishman Hills Conservation Area - Iller Creek Unit	
	Peone 38-16	30	TBD	Peone Park Inholding	
	Palisades - 28-16	31	TBD	Palisades Park Inholding	
	Indian Trail 16-16	32	TBD	Indian Trail Park Inholding	
	Peone 37-16	33	TBD	Peone Park Inholding	

## **Property Acquisition Questionnaire**

Beacon Hill – Rayner Property – 31.05 acres

Portion of Parcel 35023.0021 - 6.5 acres

Portion of Parcel 35023.0020 – 15.6 acres

Parcel 35024.0029 – 8.95 acres

1. Does acquisition have support of neighborhood organizations and citizens? **Yes**

Comments: Individuals have testified in favor of acquiring this property through Conservation Futures. Organizations expressing support for this acquisition include the Evergreen East Mountain Biking Alliance, Avista Corporation, Spokane County, the Inland Northwest Lands Conservancy, and subject property owners.

2. Does acquisition serve unmet needs? **Yes**

Comments: The property would secure permanent public access to the existing Beacon Hill Trail System by acquiring undeveloped private property currently hosting a large portion of the trail system. Acquisition would prevent future development which could displace existing trails. Preserving this property also assists in protecting wildlife habitat.

3. Does acquisition rely on Park funding, have an outside funding source, or is it being donated? (How much Park funding would be Required): **No park funding required.**

Comments: **Acquisition would be funded by Conservation Futures.**

4. Does acquisition incur new maintenance responsibilities or other on-going costs or require development or improvements? (Estimated cost:): **No park funding required for maintenance or development.**

Comments: Maintenance costs would be offset by Conservation Futures maintenance funds. Maintenance activities and any additional maintenance funding would be secured and performed by the Evergreen East Mountain Biking Alliance per existing agreement.

5. Does acquisition appeal to narrow population base or potentially all citizens of Spokane? [Property would appeal to variety of users.](#)

Comments: [Property has appeal for trail use \(hikers and bikers\), nearby residents, bird and wildlife watchers, and wildlife habitat.](#)

6. Is acquisition accessible to public? [Yes](#)

Comments: [Property can be access on foot or by bicycle from vehicular parking lots/trailheads at Minnehaha Park, Shields Park and Camp Sekani Park parking lots. Property can also be accessed from Beacon Hill Trail system.](#)

7. Does acquisition enhance or benefit existing park land? [Yes](#)

Comments: [Property is adjacent to existing park owned properties \(Minnehaha Park, and Esmeralda Golf Course, and would expand public park ownership eastward toward Camp Sekani Park.](#)

8. Does property have any special or unique features or cultural significance that should be preserved and make it more desirable? [Yes](#)

Comments: [Property is listed as priority habitat for cooper's hawk & red-tail hawk nesting ground, pygmy owl, great horned owl, and saw-whet owl, white tailed deer winter range, and is listed as remnant ponderosa pine preservation area surrounded by urban and rural development. DNR non-fish bearing streams are present on portions of the property.](#)

9. Does acquisition have any liabilities (i.e. hazmat, unwanted structures, or immediate improvements needed) or use restrictions? (identify liabilities: [Shoreline buffers for non-fish bearing streams.](#)\_\_

Comments: No unwanted structures or immediate improvements needed. Stream buffers (where present) limit development within those zones. No structures or development is proposed within stream buffers. Existing utility lines present on property. Avista crews will require occasional property access to maintain equipment.

10. Does the acquisition have potential to generate new revenues for Park Fund? (anticipated revenue:) No new revenues anticipated.

Comments: There are no identified opportunities for revenue at this time. Purchase through Conservation Futures would limit development and some uses.

11. Is the property within the City limits? Yes.

Comments: Yes, all 31.05 acres are within the City limits

12. Does the property function as a buffer or habitat corridor to enhance and preserve environmentally sensitive areas such as wetlands, groundwater recharge areas, or flora and fauna? Yes

Comments: Property is listed as priority habitat for cooper's hawk & red-tail hawk nesting ground, pygmy owl, great horned owl, and saw-whet owl, white tailed deer winter range, and is listed as remnant ponderosa pine preservation area surrounded by urban and rural development. DNR non-fish bearing streams are present on portions of the property

13. Is there potential threat of non-compatible development and loss of public use? Yes.

Comments: As privately owned land, public use is not permissible. Most of the land is currently zoned for residential single family use and some is zoned for residential multi-family use. All land could be developed for housing, which could potentially eliminate all trails and outdoor public recreational value on the property.

14. Would acquiring property reduce tax revenues? (assessed value is currently: \$199,500) Yes

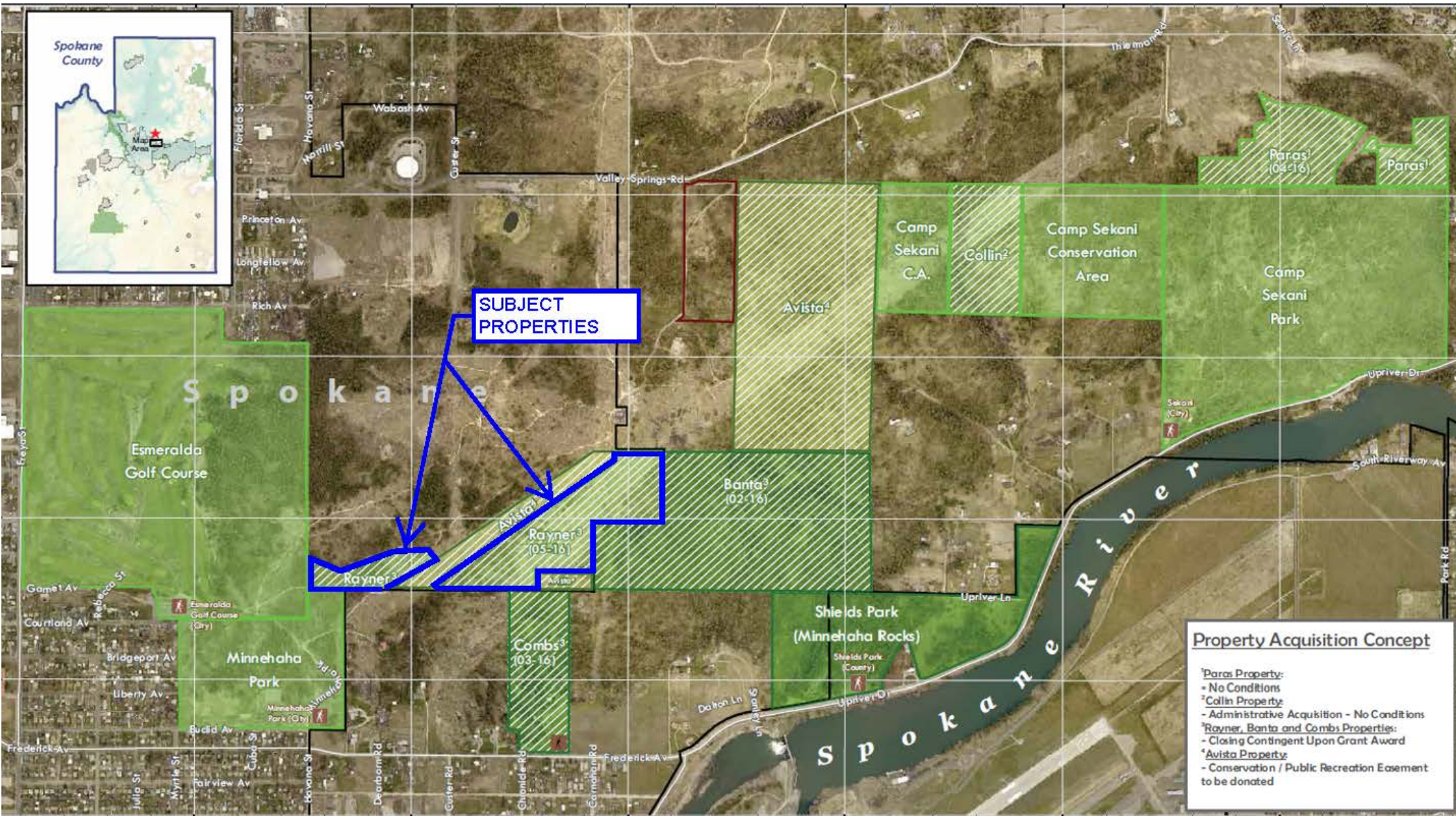
Comments: Assessed value assumes undeveloped property. Property owner estimates may value property significantly higher. Value is highly dependent on potential for development and will be determined by County during acquisition process.

Other comments, special circumstances, or considerations:

Acquisition of this property, and others, is a part of a multi-agency campaign to secure public access to the entire Beacon Hill Trail System. The City of Spokane Park Board and its partners previously adopted the 2016 Beacon Hill Trail System Preservation Plan which outlines in detail the properties proposed for public acquisition. City ownership of the properties listed on this form was recommended by the aforementioned trail preservation plan. The Spokane County Conservation Futures program is the primary funding mechanism to acquire these properties. If acquired, ownership of the properties will be transferred to the City of Spokane.



# Beacon Hill 05-16



## **Property Acquisition Questionnaire**

Beacon Hill – Collin Property – 18.6 acres  
Entire Parcel 35012.9023

1. Does acquisition have support of neighborhood organizations and citizens? **Yes**

Comments: Individuals have testified in favor of acquiring this property through Conservation Futures. Organizations expressing support for this acquisition include the Evergreen East Mountain Biking Alliance, Avista Corporation, Spokane County, the Inland Northwest Lands Conservancy, and subject property owner.

2. Does acquisition serve unmet needs? **Yes**

Comments: The property would secure permanent public access to the existing Beacon Hill Trail System by acquiring undeveloped private property currently hosting a large portion of the trail system. Acquisition would prevent future development which could displace existing trails. Preserving this property also assists in protecting wildlife habitat.

3. Does acquisition rely on Park funding, have an outside funding source, or is it being donated? (How much Park funding would be Required): **No park funding required.**

Comments: **Acquisition would be funded by Conservation Futures.**

4. Does acquisition incur new maintenance responsibilities or other on-going costs or require development or improvements? (Estimated cost:) **No park funding required for maintenance or development.**

Comments: **Maintenance costs would be offset by Conservation Futures maintenance funds. Maintenance activities and any additional maintenance funding would be secured and performed by the Evergreen East Mountain Biking Alliance per existing agreement.**



5. Does acquisition appeal to narrow population base or potentially all citizens of Spokane? [Property would appeal to variety of users.](#)

Comments: [Property has appeal for trail use \(hikers and bikers\), nearby residents, bird and wildlife watchers, and wildlife habitat.](#)

6. Is acquisition accessible to public? [Yes](#)

Comments: [Property can be access on foot or by bicycle from vehicular parking lots/trailheads at Minnehaha Park, Shields Park and Camp Sekani Park parking lots. Property can also be accessed from Beacon Hill Trail system.](#)

7. Does acquisition enhance or benefit existing park land? [Yes](#)

Comments: [Property is adjacent to existing park owned properties \(Camp Sekani Conservation Area, and would connect public park ownership from Camp Sekani Park connect to Avista property and additional public lands to the West.](#)

8. Does property have any special or unique features or cultural significance that should be preserved and make it more desirable? [Yes](#)

Comments: [Property is listed as priority habitat for cooper's hawk & red-tail hawk nesting ground, pygmy owl, great horned owl, and saw-whet owl, white tailed deer winter range, and is listed as remnant ponderosa pine preservation area surrounded by urban and rural development. DNR non-fish bearing streams are present on portions of the property.](#)

9. Does acquisition have any liabilities (i.e. hazmat, unwanted structures, or immediate improvements needed) or use restrictions? (identify liabilities: [Existing utility lines.](#)

Comments: No unwanted structures or immediate improvements needed. Stream buffers (where present) limit development within those zones. No structures or development is proposed within stream buffers. Existing utility lines present on property. Existing utility lines present on property. Avista crews will require occasional property access to maintain equipment.

10. Does the acquisition have potential to generate new revenues for Park Fund? (anticipated revenue:) No new revenues anticipated.

Comments: There are no identified opportunities for revenue at this time. Purchase through Conservation Futures would limit development and some uses.

11. Is the property within the City limits? No.

Comments: No, all 18.6 acres are outside the City limits but within the Beacon Hill Trail System management area. Property is adjacent to the Camp Sekani Park Conservation Property.

12. Does the property function as a buffer or habitat corridor to enhance and preserve environmentally sensitive areas such as wetlands, groundwater recharge areas, or flora and fauna? Yes

Comments: Property is listed as priority habitat for cooper's hawk & red-tail hawk nesting ground, pygmy owl, great horned owl, and saw-whet owl, white tailed deer winter range, and is listed as remnant ponderosa pine preservation area surrounded by urban and rural development. DNR non-fish bearing streams are present on portions of the property

13. Is there potential threat of non-compatible development and loss of public use? Yes.

Comments: As privately owned land, public use is not permissible. Most of the land is currently zoned for residential single family use and some is zoned for residential multi-family use. All land could be developed for housing, which could potentially eliminate all trails and outdoor public recreational value on the property.

14. Would acquiring property reduce tax revenues? (assessed value is currently: \$179,530) Yes

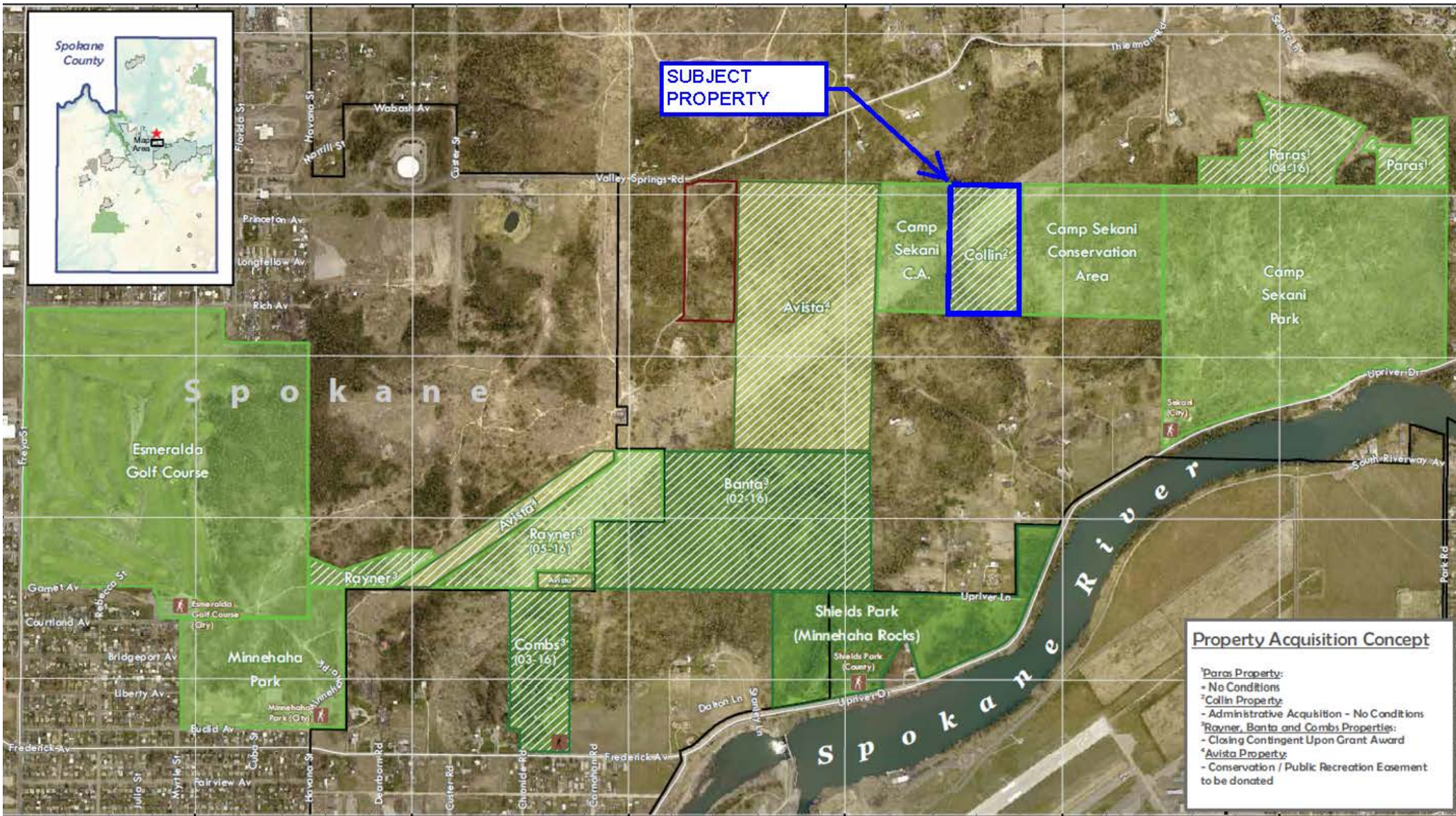
Comments: Assessed value assumes undeveloped property. Property owner estimates may value property significantly higher. Value is highly dependent on potential for development and will be determined by County through appraisal during acquisition process.

Other comments, special circumstances, or considerations:

Acquisition of this property, and others, is a part of a multi-agency campaign to secure public access to the entire Beacon Hill Trail System. The City of Spokane Park Board and its partners previously adopted the 2016 Beacon Hill Trail System Preservation Plan which outlines in detail the properties proposed for public acquisition. City ownership of the properties listed on this form was recommended by the aforementioned trail preservation plan. The Spokane County Conservation Futures program is the primary funding mechanism to acquire these properties. If acquired, ownership of the properties will be transferred to the City of Spokane.



# COLLIN PROPERTY





# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Land		
<b>Committee meeting date</b>	Feb. 5, 2020		
<b>Requester</b>	Al Vorderbrueggen		<b>Phone number:</b> 363-5464
<b>Type of agenda item</b>	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
<b>Type of contract/agreement</b>	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
<b>City Clerks file</b> (OPR or policy #)			
<b>Item title:</b> (Use exact language noted on the agenda)	Resolution to adopt portion of 2020 Spokane County park plan pertaining to Beacon Hill specific projects / Beacon Hill & Camp Sekani (no cost)		
<b>Begin/end dates</b>	Begins: Feb. 13, 2020	Ends:	<input checked="" type="checkbox"/> Open ended
<b>Background/history:</b> Spokane County Parks staff will present on the Beacon Hill Master Plan which was recently adopted by the Spokane County Commissioners and Spokane County Park Advisory Board. The Park Board will be asked to also adopt this master plan.			
<b>Motion wording:</b> To approve resolution to adopt portion of 2020 Spokane County park plan pertaining to Beacon Hill specific projects / Beacon Hill & Camp Sekani (no cost).			
<b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
<b>Distribution:</b> Parks – Accounting    Nick Hamad Parks – Pamela Clarke    Paul Knowles -- pknowles@spokanecounty.org Requester: Al Vorderbrueggen Grant Management Department/Name: _____			
<b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____			
<b>Vendor:</b> <input type="radio"/> Existing vendor <input checked="" type="radio"/> New vendor <b>Supporting documents:</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)  <input type="checkbox"/> Contractor is on the City's A&amp;E Roster - City of Spokane  <input type="checkbox"/> UBI: _____ Business license expiration date: _____         </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)  <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)  <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)         </div> </div>			



CITY OF SPOKANE PARK BOARD

RESOLUTION

A RESOLUTION accepting portion of the 2020 Spokane County Park Plan Pertaining to the Beacon Hill Trail System and associated properties.

WHEREAS, under the City Charter, the Spokane Park Board has exclusive jurisdiction and control over city park land and facilities located within and outside the City of Spokane, and

WHEREAS, the Park Board recognizes the outdoor recreational importance and value of the Beacon Hill area for hiking, trail running, mountain biking, disc golf, kayaking on the Spokane River, and other recreational activities, and

WHEREAS, the City of Spokane owns land in the Beacon Hill area that has been acquired and funded through the Spokane County Conservation Futures program and through dedication by previous property owners, some of which land is outside the city limits of the City of Spokane and all of which is subject to Park Board control and authority, and

WHEREAS, the Park Board has previously approved future acquisitions of additional properties in the Beacon Hill area if acquired through the County Conservation Futures program or other grant opportunities, and

WHEREAS, the Park Board previously adopted the 2016 Beacon Hill Trail System Preservation Plan as an advisory guide towards the future Park Board decisions related to the preservation, maintenance, acquisitions, and expansion of City of Spokane park facilities and land in the Beacon Hill area, and

WHEREAS, the Park Board recognizes the identification of useful future land acquisitions and essential multi-party management agreements as set forth in the 2016 Beacon Hill Trail System Preservation Plan, and

WHEREAS, Spokane County has over the last year led a public process to examine the entire county, incorporated and unincorporated, with regards to public open space goals, policies, and levels of service, culminating in the development of the Spokane County 2020 Parks, Recreation & Open Space Plan, and

WHEREAS, public input expressing desire for the expansion and preservation of the Beacon Hill Trail System and associated properties was consistently obtained by Spokane County staff during park and open space planning, and

WHEREAS, the City of Spokane Parks and Recreation Division is actively engaged in updating its Parks and Public Open Space Master Plan, and as pertains to the Beacon Hill

Trail System as associated lands, does not desire to duplicate public engagement and planning recently completed by Spokane County staff, and

WHEREAS, the Park Board supports the efforts to connect public lands within the Beacon Hill Trail System through the purchase of private land from willing sellers as set forth in the Spokane County 2020 Parks, Recreation & Open Space Plan, and

WHEREAS, the Park Board recognizes the value in continued partnership with other jurisdictions and organizations to meet the shared goals outlined for the Beacon Hill Trail System,

NOW, THEREFORE,

BE IT RESOLVED by the City of Spokane Park Board that the Spokane Park Board hereby accepts and adopts policies 5.9 and 5.10 of the of the Spokane County 2020 Parks, Recreation & Open Space Plan which pertain to the Beacon Hill Trail System and associated properties and hereby incorporates those policies into the City of Spokane Park Department policies.

ADOPTED BY THE PARK BOARD ON \_\_\_\_\_

Attest:

\_\_\_\_\_  
Park Board President  
Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

## EXCERPT FROM COUNTY PARKS, RECREATION AND OPEN SPACE PLAN

- PO.3.7 Where current level of service within an Urban Growth Area is zero or deficient, staff should analyze that UGA to determine if current population is either deficient to warrant a new community park and/or is being served sufficiently by adjacent jurisdiction(s).
- PO.3.8 Existing community parks should be systematically updated and enhanced to meet current and future needs as well as current standards, including compliance with the Americans with Disabilities Acts et seq.
- PO.3.9 When planning enhancements for a County community park, Spokane County should prioritize (1) the addition, enhancement and replacement of restrooms, (2) addition of nature-play playground features, (3) enhancement landscaping and (4) the creation of off-leash areas for dogs (where feasible).

### *Goal*

- PO.4 Enhance Spokane County's regional parks through the pursuit of publicly-developed master plans and implementation of the recommendations therein.**
- PO.4.1 Support the implementation of the Liberty Lake Regional Park Master Plan (2018) and the recommendations therein.
- PO.4.2 Support and pursue the development of masters plans for Bear Lake, Fish Lake, Gateway and Plante's Ferry regional parks starting with Bear Lake.
- PO.4.3 Master plans developed for each regional park should consider local / neighborhood use and well as regional visitor use when proposing enhancements.
- PO.4.4 Spokane County should consider purchase or acceptance of land adjacent to regional parks if land would directly support recommendations in a respective park's master plan.
- PO.4.5 Where practical and supported by an approved master plan, regional park enhancements should help maintain a level of service (LOS) goal of 0.32 campsites per 1,000 Spokane County residents through the addition of camp / RV sites.
- PO.4.6 When planning enhancements for a County regional parks, Spokane County should prioritize (1) the expansion and enhancement of non-motorized trails, (2) the enhancement or replacement of restrooms, (3) enhancement of water access, swimming areas and docks and (4) enhancement of day-use areas.

### *Goals*

- PO.5 Support and pursue the expansion and connection of open space areas and corridors that ensure long-term viability and connectivity for wildlife & trail-based recreation in Spokane County.**

### *Policies*

- PO.5.1 Continue to work with residents, agencies, jurisdictions, and non-profit groups to identify priorities for open space preservation within Spokane County.

- PO.5.2 Utilize the Conservation Futures Tax (CFT) to purchase, preserve, and protect critical habitat and open space corridors throughout Spokane County.
- PO.5.3 Consider other funding mechanisms to support continued acquisition and maintenance of open space, including Real Estate Excise Tax (RCW 82.46.070).
- PO.5.4 Continue to acquire and support efforts to preserve and connect Dishman Hills Natural Area with Dishman Hills Conservation Area (Iller Creek Unit), expand existing preserved areas within this corridor and provide access to the public through a system of developed trailheads designed to serve multiple communities.
- PO.5.5 Support efforts to acquire and preserve land along the Lower Little Spokane River to expand the Little Spokane River Natural Area and the current water trail system therein from St. George's School to Fairwood.
- PO.5.6 Continue to acquire and support efforts to preserve land around Mica Peak to expand Liberty Lake Regional Park and Mica Peak Conservation Area. This effort should be coordinated with Inland Empire Paper, Washington State DNR and other major land owners in this focus area.
- PO.5.7 Continue to acquire and preserve property within the Antoine Peak to Mount Spokane corridor by expanding existing public lands (e.g. McKenzie Conservation Area and Antoine Peak Conservation Area) and connecting them to nearby commercial timber company lands to maintain viable wildlife and future trail-based recreation corridors.
- PO.5.8 Support efforts to connect Palisades Park with Riverside State Park through the acquisition and preservation of land.
- PO.5.9 Support efforts to connect public land within Beacon Hill through the purchase of private land from willing sellers.
- PO.5.10 Partner with other jurisdictions and organizations to meet shared goals for preserving open space lands and corridors and public access to those lands throughout Spokane County.
- PO.5.11 Whenever possible, identify and apply for grant opportunities using CFT or other funding sources as match to facilitate acquisition of properties on the Conservation Futures Prioritized Acquisition List.
- PO.5.12 Utilize the Spokane County Critical Areas Ordinance, the Spokane County Comprehensive Plan (and Zoning Code), the Spokane Regional Trails Plan, and other agency plans or data sets to help prioritize areas for open space acquisition/preservation.
- PO.5.13 Consider additional means for funding and preserving open space within Spokane County such as the transfer of development rights (TDR), donations (land and monetary), development impact (mitigation) fees, Department of Natural Resources (DNR) Trust Land Transfer Program, formation of a park district, acquisition by other jurisdiction/organization.



*Saltese Uplands Conservation Area*

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Land		
<b>Committee meeting date</b>	Feb. 5, 2020		
<b>Requester</b>	Al Vorderbrueggen	<b>Phone number:</b> 363-5464	
<b>Type of agenda item</b>	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
<b>Type of contract/agreement</b>	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
<b>City Clerks file</b> (OPR or policy #)			
<b>Item title:</b> (Use exact language noted on the agenda)	Library MOU for Liberty Park Court Replacement		
<b>Begin/end dates</b>	Begins:	Ends:	<input checked="" type="checkbox"/> Open ended
<b>Background/history:</b> Parks and Library staff will update the board on the plan to replace the displaced sport court at the Liberty Park Library project. An MOU will be presented between the two organizations.			
<b>Motion wording:</b> Approve the MOU for the Liberty Park Court Replacement			
<b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Name: Andrew Chance    Email address: achanse@spokanecity.org    Phone: 444-5305			
<b>Distribution:</b> Parks – Accounting Parks – Pamela Clarke Requester: Al Vorderbrueggen Grant Management Department/Name:			
<b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount:    Budget code:			
<b>Vendor:</b> <input type="radio"/> Existing vendor <input checked="" type="radio"/> New vendor <b>Supporting documents:</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)  <input type="checkbox"/> Contractor is on the City's A&amp;E Roster - City of Spokane  <input type="checkbox"/> UBI:    Business license expiration date:         </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)  <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)  <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)         </div> </div>			

## MEMORANDUM OF UNDERSTANDING REGARDING REMEDIATION FOR LOCATION OF LIBERTY PARK LIBRARY BRANCH ON PARK PROPERTY

This Memorandum of Understanding (MOU) is between the City of Spokane Park Board ("Park Board") and the Spokane Public Library Board of Trustees ("Library Board"), jointly referred to as the "parties".

WHEREAS, the Park Board and the Library Board entered into the Liberty Park Library Branch Land Lease and Use Agreement ("Agreement") in July of 2019 for the construction and operation of the new Liberty Park Library Branch on current park land at Liberty Park; and

WHEREAS, the purpose of the agreement is for the Park Board to lease land to the Library Board in order to allow the Library Board to construct and operate a new branch library in Liberty Park and to set forth other terms and conditions related to the lease of the land and the construction and operation of the library branch; and

WHEREAS, one of the terms of the agreement requires the Library, after consultation with and concurrence from Park staff, to provide remediation for the displacement of existing tennis courts, and to repair any damage to the turf and irrigation system during construction of the library expansion; and

WHEREAS, the purpose of this MOU is to set forth the terms of the Library's remediation responsibilities as required by the land lease and use agreement.

NOW, THEREFORE, in order to fulfill its obligation under the Liberty Park Library Branch Land Lease and Use Agreement, the parties agree as follows:

- 1) The Library Board shall allocate ONE HUNDRED AND SEVENTY FIVE THOUSAND DOLLARS (\$175,000.00) for the remediation of the displacement of the tennis courts at Liberty Park. This amount shall include all cost associated with the remediation including, but not limited to cost for design, construction, taxes and fees. This amount shall constitute the Library Board's entire responsibility for remediation at Liberty Park. Any expense beyond this remediation amount will be preapproved by the Park Board shall be the sole responsibility of the Park Board.
- 2) The Spokane Public Library has consulted with and will continue to consult with the Spokane Parks Department regarding the remediation of the Liberty Park tennis courts.
- 3) The nature of the remediation work shall be consistent with the draft Liberty Park Master Plan and reviewed with the East Central Neighborhood Council.
- 4) The Library Board shall be responsible to hire the design consultant, construction and installation company and to have the capital improvement

installed and delivered to the Parks Department by December 31, 2021. The Library Board, after consultation with and approval by the Park Board, shall develop the installation design and specifications. The Park Board shall provide staff to assist in the development of the appropriate construction/installation specifications and request for bids. The total cost of the construction/installation shall not exceed \$175,000.00. Any costs above this amount shall be preapproved and paid for by the Park Board. The estimated costs shall include a reserve amount, which, if not expended, shall be transferred to the Park Board upon final completion and payment.

- 5) Upon completion, the Park Board shall assume responsibility for the maintenance, operation and liability of the capital asset.

SPOKANE PARK BOARD

By \_\_\_\_\_

\_\_\_\_\_ Date

(Name) \_\_\_\_\_

(Title) \_\_\_\_\_

SPOKANE PUBLIC LIBRARY BOARD

By: \_\_\_\_\_

\_\_\_\_\_ Date

(Name) \_\_\_\_\_

(Title) \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Assistant City Attorney



# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Land Committee		
<b>Committee meeting date</b>	Feb 5, 2020		
<b>Requester</b>	Nick Hamad	<b>Phone number:</b> 509.363.5452	
<b>Type of agenda item</b>	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
<b>Type of contract/agreement</b>	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
<b>City Clerks file</b> (OPR or policy #)			
<b>Item title:</b> (Use exact language noted on the agenda)	Design Workshop, Inc. consulting contract for Parks and Public Open Space Master Plan / Park System (\$240,030 non-taxable service)		
<b>Begin/end dates</b>	Begins: Feb 13, 2020         Ends: Feb 28, 2021 <input type="checkbox"/> Open ended		
<b>Background/history:</b> This contract will provide a regular update to the City of Spokane parks, recreation, and public open space master plan document. A current plan is required by the State of Washington for a parks agency to remain eligible to apply for and receive grant funding. The last update to the city's plan was completed in 2010.  The scope of this contract includes all necessary mapping, analysis, and public engagement required to create a planning document acceptable to the State of Washington, as well as supplemental public engagement activities (targeted engagement with specific communities not typically included in typical public outreach) and supplemental creation of 'agency priority actions' to best inform future agency actions. The 'alternate 1' scope of the consultant proposal for supplemental agency review is not included in this contract but anticipated to be added to the scope via future addendum.			
<b>Motion wording:</b> Motion to approve Design Workshop, Inc. consulting contract for Parks and Public Open Space Master Plan / Park System (\$240,030, non-taxable service)			
<b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Design Workshop (Consultant) Name: Eric Leshinsky    Email address: eleshinsky@designworkshop.com    Phone: 512.717.9793			
<b>Distribution:</b> Parks – Accounting    Connie Wahl Parks – Pamela Clarke    Jo-Lynn Brown Requester: Nick Hamad    Eric Leshinsky Grant Management Department/Name:			
<b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$240,030.00    Budget code: 1400			
<b>Vendor:</b> <input type="radio"/> Existing vendor <input checked="" type="radio"/> New vendor <b>Supporting documents:</b> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)  <input checked="" type="checkbox"/> Contractor is on the City's A&amp;E Roster - City of Spokane  <input checked="" type="checkbox"/> UBI:    Business license expiration date:         </div> <div> <input checked="" type="checkbox"/> W-9 (for new contractors/consultants/vendors)  <input checked="" type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)  <input checked="" type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)         </div> </div>			

DAVID A. CONDON  
MAYOR



CITY OF SPOKANE - PURCHASING  
808 W. Spokane Falls Blvd.  
Spokane, Washington 99201-3316  
(509) 625-6400

# REQUEST FOR QUALIFICATIONS

City of Spokane, Washington

**RFQu NUMBER: #5193-19**

**DESCRIPTION: PARKS AND PUBLIC OPEN SPACE MASTER PLAN**

**DUE DATE: MONDAY, DECEMBER 2, 2019**  
**No later than 1:00 p.m.**

City of Spokane - Purchasing  
4<sup>TH</sup> Floor, City Hall  
808 W. Spokane Falls Blvd.  
Spokane WA 99201-3316

A handwritten signature in black ink that reads "Connie Wahl".

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Connie Wahl, C.P.M., CPPB  
Purchasing

## 1.8 CONTRACTING WITH CURRENT OR FORMER CITY EMPLOYEES

Specific restrictions apply to contracting with current or former City officers and employees pursuant to the Code of Ethics in chapter 1.04 of the Spokane Municipal Code. Proposers should familiarize themselves with the requirements prior to submitting a Proposal that includes current or former City officers or employees.

## 2. SCOPE OF SERVICES

The project will require the consultant to work with City of Spokane Parks and Recreation Staff (project lead) and a project advisory committee (PAC) consisting of representatives from park customers, board members, appointed and elected officials, staff, and partner organizations. The City anticipates that the scope of work may include, but not be limited to, any or all of the following listed activities:

### 1. Task 1 – Background & Community assessment:

- a. Perform comprehensive review and understanding of relevant previous City of Spokane parks and recreation open space plans and the City of Spokane Comprehensive plan.
- b. Conduct assessment of public expectations for agency managed parks and public open spaces.
- c. Assess national, regional, and local trends affecting the agency's park system and subsequent park planning & management.
- d. Develop a comprehensive public outreach program for park customers, board members, appointed and elected officials, staff, and partner organizations to provide master plan feedback. Include involvement & assistance in forming a Project Advisory Committee.
- e. Implement the plan to ensure community involvement. Outreach may include preparing online survey(s), conducting open houses and meetings with the community and PAC based on the approved public outreach program.
- f. Perform a Population based level of service analysis of parks and public open spaces.
- g. Perform an access based (spatial) level of service analysis of parks and public open spaces.
- h. Conduct an assessment of the department fiscal sustainability and partnerships, and more specifically, assess current resource allocations within the departments (M&O, programming, development, conservation, etc.).

### 2. Task 2 – Agency Recommendations

- a. Develop a report which documents master planning process and summarizes agency recommendations for the next six years, effective in 2020.
- b. Ensure document clearly establishes 'Agency Priority Actions' for immediate and continued implementation.
- c. Utilizing data & findings of public assessment, recommend updates to agency mission, vision, goals and objectives for parks and public open spaces.
- d. Using findings from level of service analyses, recommend locations for development of additional park lands and/or assets or decommissioning of redundant park lands and/or assets.
  - i. Identify specific sites for acquisition or surplus.

- e. Provide recommendations for modifications to resource allocation within the department, prioritizing existing revenues and identifying opportunities for additional revenue generation.
- f. Provide policy recommendations for best practices in strategic planning for park systems, specifically regarding the creation of performance measures and levels of service.

### 3. GENERAL INFORMATION

#### 3.1 RFQu COORDINATOR

The RFQu Coordinator is the sole point of contact in the City for this procurement. All communication between the Proposer and the City upon receipt of this RFQu shall be with the RFQu Coordinator and shall be submitted through the 'Clarifications' tab in the City of Spokane's online procurement system portal: <https://spokane.procureware.com>.

Name	Connie Wahl, City of Spokane Purchasing
------	---

Any other communication will be considered unofficial and non-binding on the City. Firms are to rely on written statements issued by Addendum. Communication directed to parties other than the RFQu Coordinator through ProcureWare may result in disqualification of the Firm.

#### 3.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	November 6, 2019
Question and answer period	November 6 – November 22, 2019
Last date for questions requiring an Addendum	November 22, 2019
Proposals due	December 02, 2019
Evaluate Proposals	December 02 – December 09, 2019
Conduct oral interviews with finalists, if required	Week of December 16, 2019
Negotiate contract	December 20 – January 6, 2020
Park Board approval of contract	January 9, 2020
Task 1 Complete	May 1, 2020
Task 2 Complete	September 1, 2020
Park Board Adoption	September, 2020

The City reserves the right to revise the above schedule.

#### 3.3 SUBMISSION OF PROPOSALS

##### A. SUBMITTAL INFORMATION

Proposals shall be submitted electronically through the City of Spokane's online procurement system portal: <https://spokane.procureware.com> on or before the due date and time. **Hard paper, e-mailed or faxed copies will not be accepted.**

**Late Proposals will not be accepted.** The City of Spokane is not responsible for Proposals electronically submitted late. It is the responsibility of the Proposer to be sure the Proposals are electronically submitted sufficiently ahead of time to be received no later than 1:00 p.m. on the Proposal due date.

DAVID A. CONDON  
MAYOR



CITY OF SPOKANE - PURCHASING  
808 W. Spokane Falls Blvd.  
Spokane, Washington 99201-3316  
(509) 625-6400  
FAX (509) 625-6413

**CITY OF SPOKANE**  
**NOTIFICATION OF INTENT TO AWARD**

December 23, 2019

Attn: Respondents to Request for Qualifications #5193-19

Thank you for your recent Proposal response to Request for Qualifications #5193-19 Parks and Public Open Space Master Plan. The City of Spokane received 5 Proposal responses to this request. After evaluation of Proposals, an award recommendation to Design Workshop has been made.

The Department requesting Proposals will be entering into contract negotiations with the above referenced Company. The resulting contract and award recommendation will be forwarded to the City Council for approval. If you would like to be notified of the exact City Council meeting date, or if you have questions related to this award recommendation, please contact Nick Hamad at [nhamad@spokanecity.org](mailto:nhamad@spokanecity.org).

The City of Spokane recognizes your effort in submitting a Proposal in order to compete for this contract. We thank you for taking the time to respond to our Request for Qualifications.

Sincerely,

A handwritten signature in black ink, appearing to read "Nick Hamad". The signature is written in a cursive, stylized font.

---

Nick Hamad

## PROJECT DESCRIPTION

The project is a Parks and Public Open Space Master Plan for the City of Spokane, WA, that will use a robust community-engaged approach to provide guidance for the next ten years. The City last conducted a master planning of its system in 2010 with the “Roadmap to the Future” and much has changed in the city including the revitalization of Riverfront Park.

With a park system first conceptualized by the Olmsted Brothers over a 100 years ago, the City of Spokane’s Parks and Recreation Department has grown to include approximately 4000 acres spread across the city. Within this acreage, the Department manages 64 manicured parks (major, community, neighborhood, and mini-park facilities), 21 conservation lands, 18 parkways and boulevards, 5 aquatic centers, 4 golf courses, 2 sports complexes, 1 arboretum, and 1 operations facility. Within the system are sites of regional significance as well as an extensive trail network.

The following narrative describes a comprehensive list of services required to prepare the Parks and Public Open Space Master Plan for the City of Spokane. At the request of City staff, the services are organized as a primary scope which includes Phases 1 – 4, and an Alternate 1 scope which would be authorized when Phase 3 is underway.

Efficiently organizing the work will be essential to completing the project in a timely fashion. While the following narrative is organized in a linear manner, many of the sub-tasks may proceed in a parallel or concurrent fashion.

The scope of work to be performed by Design Workshop and its subconsultant team in connection with this agreement is as follows:

## SCOPE OF SERVICES

### PHASE ONE: ESTABLISH A FOUNDATION OF UNDERSTANDING

The specific tasks to be completed are as follows:

#### 1.1 Project Startup

Design Workshop utilizes a Strategic Kickoff (SKO) workshop to effectively launch projects and organize the team of key staff members and consultants. The purpose of the meeting will be:

- Define roles, responsibilities and communications procedures
- Confirm a detailed project schedule and document review process
- Identify City resources that may be useful to the plan creation process
- Pinpoint topics for additional research and evaluation
- Discuss the work already conducted by the City

- Discuss coordination with the ongoing Shaping Spokane 2017 Plan process and other recent planning studies including the Downtown Plan Update 2020 to understand effective engagement techniques in the city.
- Establish project goals and desired outcomes
- Understand critical success factors of this project
- Collect existing plan documents and reports related to this plan

**Deliverables:**

1. *Meeting agenda and meeting notes*
2. *One-day facilitated workshop by Design Workshop leadership team members*
3. *Detailed project schedule*
4. *Internal communication plans*
5. *Critical success factors and project goals documentation*
6. *Stakeholder and Public Involvement Plan*

## 1.2 Inventory and Analysis of Service Areas

The team will update Spokane's park, trail, and open space inventory descriptions and compile mapped locations by collecting information from City staff and for the surrounding influence area.

Map GIS data will be collected from the City to serve as base maps for the project. We will also gather relevant plans from nearby public trails and open space properties that are managed by other agencies or private entities in order to gather an understanding of the relationships and potential opportunities that may exist. We will also gather county GIS data to ensure that the two park systems are coordinated, and explore the use of public health data from the Spokane Regional Health District.

The team will study the spatial distribution and service area analysis based on travel routes and travel barriers already conducted by the City and if needed will expand on the analysis. This analysis will be utilized to identify gaps in the locations of existing and planned parks and trails to serve the population.

**Deliverables:**

1. *Inventory analysis organized by property with acreage and amenities (pdf format document)*
2. *Geographically referenced existing and proposed parks, trails, natural areas inventory base mapping (GIS files)*
3. *Spatial distribution and service areas mapping of coverage and gaps*
4. *Narrative summary of existing parks, recreation, programs and trails and possible gaps*



### 1.3 Data Collection and Plan Review

The Design Workshop team will review relevant past plans and studies identified by City staff and identify elements to include in the Master Plan creation and items that will require efforts to update. We will conduct a meeting with City staff to understand the implementation successes and shortfalls of past plans and efforts to better understand the feasibility for future recommendations. We will also examine the Trust for Public Land Park Serve and Park Score data.

#### **Deliverables:**

##### *1. Relevant past plans summary*

### 1.4 Demographic Analyses and Recreational Trends Research

The Design Workshop team will review all demographic analysis already conducted by City staff and augment the analysis if necessary to best understand and communicate the market served in Spokane. Through the analysis, we will distinguish customer groups, determine changes occurring in the region, and assist in making proactive decisions to accommodate those shifts. The demographic analysis will be based on US Census information, the Shaping Spokane Comprehensive Plan, and market research data including historical trends and future projections.

From the demographic analysis, sports, recreation, and outdoor trends are applied to the local Spokane population to assist in determining the potential participation base within the service area. For the sports and recreation trends, we leverage industry knowledge from our experience working nationally in many comparable markets to Spokane, participation trends from the applicable professional associations such as NRPA, Washington State sources, and additional research.

#### **Deliverables:**

##### *1. Community profile summary and charts*

##### *2. Trends report*

### 1.5 Park Classifications and Level of Service Analysis

The consultant team will work with City staff to review and confirm, modify or add to existing facility and park classifications, and preferred level-of- service standards for all park sites, trails, open space amenities and indoor and outdoor facilities. These classifications will consider size, population served, length of stay, and amenity types/services. Facility standards include level of service standards and the population served per recreational facility and park amenity. Any new or modified classification or standard will be approved as required. These are based on regional, statewide or nationally accepted parks and recreation standards, as well as the ETM Associates' national experience and comparison with peer/survey agencies, adapted based on the needs and expectations of the Spokane community.

City inventory data of amenities (playgrounds, ball fields, trails, natural areas, special facilities, etc.) will be utilized to assess the current capacity of your system. Recreation services and programs will also undergo level-of-service scrutiny to understand current capacity of the community as a whole. We

recommend in the community engagement steps that focus group meeting be held to identify partnership opportunities, gaps in programs and overlaps in services. Additional follow up conversations may be needed to complete an inventory of program offerings and analyze how these services meet or fall short of community needs and desires.

**Deliverables:**

- 1. City recreation amenities inventory service level assessment memo*

## 1.6 Program Services Inventory and Assessment

This assessment will review how well the department aligns itself with community needs. The goal of this analysis is to ultimately provide outdoor recreation and cultural program enhancements that result in successful, innovative, and mission-oriented recreation program offerings. The process includes analysis of the following programming aspects:

- Lifecycle analysis
- Program innovation cycle
- Age segment distribution
- Core program analysis and development
- Facility Gaps
- Best Practices from similar and comparable agencies
- Similar provider analysis/duplication of services
- Review of program development process
- Service systems and agency support needed to deliver excellent service
- Standards and Performance Measures

Ultimately, the outcome of the process will be the creation of a dynamic recreation program plan that results in increased registration, drives customer retention and loyalty, improves customer satisfaction, and increases revenues. Additionally, it will help focus staff efforts in core program areas and create excellence in those programs deemed most important by program participants.

Data provided by the City will be used to analyze current use of park land, recreation facilities, outdoor recreation programs, and other services. Prior year data may be used to uncover trends in use and participation, and when synthesized with demographic and recreation trend findings, can inform future projections for specific aspects of programming and site utilization. This analysis will include the type of program, user group, and ages of persons served, and analyze attendance levels, markets served, and locations of program offerings. As part of this analysis, the team will identify peers in recreation service delivery in the area to assess potential partners. Recommendations will be developed to suggest partnerships and program alterations, or additions backed by demand analysis, community needs assessment, public input, and focus groups/interview conclusions.

**Deliverables:**

- 1. Recreation services and programs evaluation chart and summary*

## 1.7 Progress Reporting and Park Board Meetings

Every project phase shall involve project management from Design Workshop's Principal-in-Charge and the Project Manager. Design Workshop strives to ensure quality through clear communication and dialogue with our clients and amongst our team. We believe progress meetings with City staff, conducted via GoTo Meeting, should be held bi-weekly throughout the course of the project with every other meeting to include the Project Advisory Committee.

We anticipate the consultant team should participate in four meetings with the Spokane Park Board at key project milestones, with two of these meeting potentially with a Park Board subcommittee or other city entity. Additionally, materials will be provided to City staff to encourage updates be provided to the Board throughout the process.

### **Deliverables:**

1. *One copy of all completed or partially completed work, three days prior to progress meetings*
2. *Bi-weekly progress meetings via GoTo Meeting documented with a meeting record issued by the Project Manager.*
3. *Monthly percentage complete project report by task.*
4. *Four (4) Park Board meetings over the course of the project – two (2) of the presentations may be to a park board subcommittee or another city entity*
5. *Monthly Project Advisory Committee meetings over the course of the project in conjunction with the bi-weekly progress meetings via GoTo Meeting and documented with a meeting record issued by the Project Manager.*

## 1.8 Community Benchmarking Survey

Design Workshop will work with City staff to select up to four (4) comparable communities of similar characteristics that will provide useful benchmarks.

Our team will complete a benchmark analysis to compare the City of Spokane to other relevant peer agencies including those both nearby and nationally. Our team will work with City staff to identify the key metrics to be surveyed and analyzed, as well as the benchmarked communities. Common metrics include park and facility inventories, budgets, fees, staffing, and policies. Standards, fees, and funding sources vary throughout all communities, even within the same state. We will identify points of comparison for other similar sized regional cities in the Pacific Northwest that might indicate to Spokane some approaches that have received support in comparable places.

### **Deliverables:**

1. *Comparable community benchmarks charts and summary*

## 1.9 Project Brand Development

The development of a project brand is a critical tool for telling the story of the planning process and will help unify the project in an accessible and approachable format for the public and stakeholders. This effort has significant impact in increasing engagement and public participation. The brand and its outcomes will help make the planning process fun, relatable and engaging so that the public makes the connection that their input has impact in the quality and outcomes of the plan.

To begin the process, we will review existing branding from the City to ensure brand alignment as well as collecting any existing brand assets that will support the overall process.

Our branding process will develop the primary brand elements, including a logo, color palette, graphic styles, typography and icons. These elements can be deployed across the print, digital and social media, public engagement materials, as well as the final completed document for the duration of the project.

We propose two rounds of concept development. The first round will present 2 options for feedback that can then be refined for the second round and approval. This is an efficient and cost-effective approach to the project brand.

**Deliverables:**

1. *Initial Meeting to discuss client preferences and process*
2. *Existing Brand Review to orient and align the Project Brand development*
3. *Brand Concepts Round 1*
4. *Brand Concepts Round 2*

## **PHASE TWO: CREATING A SHARED VISION**

The specific tasks to be completed are as follows:

### **2.1 Public Engagement and Communication Plan**

The Design Workshop team will develop a public outreach plan including the preparation of a stakeholder analysis matrix. As part of this, we will categorize the groups that will be engaged as stakeholders in the project process. Discussion of these stakeholders will begin with the kick-off and identify the optimum role for these groups within the project. Ultimately, we will work with City staff to develop a stakeholder engagement plan document that includes identification of the stakeholders, contact information, scheduled meeting dates, and information distribution methods, and responsibilities. The communication plan will be informed and implemented by City communications staff.

**Deliverables:**

1. *Stakeholder analysis matrix*
2. *Stakeholder communication plan*

### **2.2 Focus Groups and Stakeholder Interviews**

We anticipate conversations with individual stakeholders will be needed early in the process to gain a detailed understanding of the history, current conditions, and future plans. We will want to hear from a variety of perspectives and facilitate a dialogue between different groups to discuss various ideas. We anticipate meetings will be needed with the following stakeholder groups, but will determine the actual topics and participants with City Staff at the project kick-off meeting:

- Growth and Future Neighborhood Development: developers and Community Development leadership, County and City leadership, Chamber of Commerce
- Program Offerings: program providers and public land managers
- Youth Recreation: school administrators, health care providers, child care providers, 4-H
- Recreation and Events Programming: recreation clubs and community organizations, visitor services
- Funding and Financing Options Evaluation: City and County staff

**Deliverables:**

1. *Focus group meeting agendas and meeting notes*
2. *Two (2) days of facilitated meetings with key community stakeholders*

**2.3 Community Workshop #1: Values and Vision**

Our team of experienced facilitators will lead in-depth discussions and facilitated listening sessions with a broad cross-section of the community to ensure interactions lead to clear community direction and understanding. We will utilize instant feedback keypad polling to quantitatively identify concepts that receive the most support. Following the presentation and keypad polling, the meeting will break into small groups to review base maps and indicate locations of desired amenities, trails and programs. Facilitated discussion of aspirations will aid the process in understanding the various elements that citizens feel are important to a long-term vision.

We will gather input focusing on the following:

- Further develop an understanding of community values expanding upon the focus group findings related to the locations of recreation, parks, open space and trails
- Assess community values towards existing and potential resources within the community and region so these variables may be weighed in mapped form
- Identify site-specific trade-offs regarding resource conservation and recreation opportunities

The meeting presentation and materials will be formatted for inclusion on the City website and the keypad polling questions will be made available on the City website for those unable to attend the meeting to provide input.

**Deliverables:**

1. *Meeting invitation lists, announcement materials, and advertisement plan*
2. *Meeting agendas*
3. *Base maps, exhibits, and materials needed to provide and collect information at the workshop*
4. *Meeting summary notes*
5. *Formatted meeting materials provided for addition on the City website*
6. *Documentation of the meeting conclusions and outcomes*
7. *Survey questions for online survey*

## 2.4 Community Workshop #2: Draft Concepts and Recommendations

The purpose of this meeting is to capture community input on the prioritization of recommendations and refinement of the plan concepts. The potential sequence of implementation for land acquisitions, development of parks, trails, open space and recreation facilities along with maintenance and renovation of parks, trails and recreation facilities will be refined based on community input. We will use prioritization exercises such as participatory budgeting, impact vs. urgency keypad questions and other strategies to understand and weigh the priorities of citizens. This will also be an important meeting to share our findings on the feasibility, partnerships and trade-offs evaluation.

### **Deliverables:**

1. *Meeting invitation lists, announcement materials, and advertisement plan*
2. *Meeting agendas*
3. *Base maps, exhibits, and materials needed to provide and collect information at the workshop*
4. *Meeting summary notes*
5. *Formatted meeting materials provided for addition on the City website*
6. *Documentation of the meeting conclusions and outcomes*
7. *Survey questions for online survey.*

## 2.5 Area Workshops

To augment the reach of the citywide community workshops we will work with City staff to identify up to four (4) locations across the city for additional neighborhood-scale workshops. These events are intended to reach additional audiences, particularly hard to reach populations, and might include appearances at civic association meetings, public events, or popular civic spaces. These events will use the same engagement materials from Community Workshop #1, complemented by additional context-specific materials, and will be facilitated by Design Workshop team members along with support from city staff .

### **Deliverables:**

1. *Announcement materials and advertisement plan for four (4) area workshops*
2. *Meeting agendas*
3. *Base maps, exhibits, and materials needed to provide and collect information at the workshop*
4. *Facilitation of workshops by two (2) consultant team members*
5. *Documentation of the meeting conclusions and outcomes*

## 2.6 Pop-Up Surveys (City staff facilitated)

Pop-Up Surveys enable the team to reach communities that may not be typically inclined to participate in citywide community workshops or traditional surveys. We will work with City staff to identify up to three (3) locations across the city for pop-up events in conjunction with otherwise planned happenings. These events are intended to reach additional audiences and might include appearances at civic association meetings, public events, or popular civic spaces. These events will use an abbreviated version of the engagement materials from the area workshops, updated if needed, and will be facilitated by City staff.

### **Deliverables:**

1. *Announcement materials and advertisement plan*
2. *Meeting agendas*
3. *Base maps, exhibits, and materials in pdf format needed to provide and collect information at the workshop*
4. *Documentation of the meeting conclusions and outcomes*

## 2.7 Citywide Statistically Valid Invited Survey

The National Research Center (NRC) will lead the execution of the statistically valid survey that will complement and supplement the qualitative data gained through the above methods.

- **Creating the Questionnaire and Survey Materials**  
Design Workshop and NRC will work with City staff to develop a questionnaire that covers the objectives of the study. We recommend that the length of the questionnaire be the equivalent of 3 standard letter-size pages. It is recommended that the City conduct a pilot test of the survey by asking family members or friends not involved with the project to take the survey and provide feedback on anything they find confusing or hard to understand. We can make final modifications to the survey based on that feedback.
- **Selecting Survey Recipients**  
Generally, a statistically valid survey means that a random selection of the population of interest (usually adults or households in the community) are chosen to participate in the survey. For most of our surveys, we randomly choose households as recipients from the USPS Delivery Sequence File, which includes nearly all households in a community. For a mailed survey, we assume the response rate would be between 10% to 20%. We are proposing choosing 4,000 households to receive the survey, with a total number of completed surveys between 200 and 600. This would result in a 95% confidence interval (often referred to as the “margin of error”) of  $\pm 6.9\%$  to  $\pm 4.0\%$ . If there is concern about reaching certain communities, we have the ability to “over-sample” areas such as City Council districts or multi-family residential buildings to reach the renter community.



- **Administering the Survey**

We are proposing to administer the survey online but survey recipients would receive two mailings: a postcard invitation and a follow-up letter invitation. Each invitation would include a URL for the online survey. Additionally, recipients will also have the option of responding to a printed survey if that is preferred. If the City is worried about recipients sharing the link and inviting special interest groups to the survey, or trying to “stuff the ballot box” by completing the survey multiple times, we can include a PIN on the mailing that the recipient must enter to complete the survey, limiting the responses to one per household. We believe the likely response rate to this type of survey is between 5% and 15%.

- **Data Analysis and Report Preparation**

The first step in preparing the data for analysis is to weight the data to reflect the demographic profile of the surveyed population. Weighting is an important method to adjust for potential non-response bias. In general, residents with certain characteristics (for example: those who are younger or rent their homes) are less likely to participate in surveying, whatever the data collection mode.

We will prepare the report in Microsoft® Word (as well as convert documents into a PDF format). We will also include an executive summary that gives a quick overview of results while highlighting key findings. The appendices will include crosstabs of the survey results by respondent characteristics and technical details on the survey methodology. Drafts of the report will be provided to the City for review and the final report will incorporate any comments we receive.

*If needed, the survey can also be translated into Russian or Spanish to ensure this representation.*

**Deliverables:**

1. *Draft survey questions and revisions based on City staff review*
2. *Mailed survey materials - one (1) draft and one (1) final*
  - a. *Postcard invitation and follow-up letter invitation*
3. *Survey report responses and methodology*

## 2.8 Citywide Online Open Survey

To extend the value of the Statistically Valid Survey, a version of the survey will be made available as an online survey open to all city residents. This survey, which will also be made available in printed format, is typically one of the most accessible means of participating in the planning process and should be designed as such. Our team will develop the survey questions in coordination with City staff and then work with City staff on the developing the outreach strategy to achieve a diverse response, particularly from communities who do not typically participate in the planning process.



*If needed, the survey can also be translated into Russian or Spanish to ensure this representation.*

**Deliverables:**

1. *Survey outreach plan*
2. *Data analysis and tables documenting responses*
3. *Electronic dataset of survey results*

## **TASK THREE: EVALUATION OF CONCEPTS AND DEVELOPMENT OF RECOMMENDATIONS**

The specific tasks to be completed are as follows:

### **3.1 Parks, Trails, Open Lands, and Recreational Programs Strategies Development**

Initial plan themes and concepts will be drafted to outline and organize the initial plan recommendations. Evaluation of the long-term sustainability of various strategies and recommendations will be conducted within this step. Once evaluated through the stakeholder and public engagement process, staff and board input, the recommendations and infrastructure renewal with associated capital expenditures will be organized in a prioritization matrix based on community needs.

Park development design recommendations to optimize the useful life will also be developed to provide recommendations that enhance long-term efficiencies and resiliency of parks managed by the Parks and Recreation Department.

**Deliverables:**

1. *Draft strategies narrative memo*
2. *Plan concepts and themes narrative with diagrammatic map exhibits*
3. *Park Development Design Recommendations*
4. *Trail Design Recommendations*

### **3.2 Equitable Distribution Analysis and Recommendations**

Demographic maps from Phase 1 including age of residents, density of households, household economics, housing type, and race/ethnicity will be overlaid with Phase 3 concept maps to identify equity and if there are disparities in the distribution of open space, parks and trails on a citywide scale. These maps will be used in informing the assessment of current policies for acquiring and funding parks, open space, and trails, grant criteria, and other recommendations.

**Deliverables:**

1. *Series of citywide equity maps covering up to four (4) demographic criteria*
2. *Composite citywide equity map*

## **TASK FOUR: PLAN DOCUMENTATION AND ADOPTION**

The specific tasks to be completed are as follows:

### **4.1 Prioritized Facility and Program Priority Rankings**

Our team will synthesize the findings from the community input, survey results, standards, demographics and trends analysis, park and facility assessment, recreation services assessment and the service area mapping into a quantified facility and program priority ranking. This priority list will be compared against gaps or surplus in recreation services, parks, facilities and amenities, as well as the City's existing project plan for basic replacement and minor new facilities.

This will list and prioritize facility, infrastructure, amenities, and program needs for the parks and recreation system and provide guidance for the Capital Improvement Plan. The analysis will include probable future parks, recreation facilities, community centers, open spaces and trail needs based on community input, development potential, natural amenities, as well as state and national user figures and trends. We will conduct a work session with City staff to review the findings and make revisions as necessary.

#### **Deliverables:**

- 1. Draft near-term, mid-term, and long-term investment prioritization list*
- 2. Implementation Strategies and Responsibilities Matrix*

### **4.2 Draft Parks and Public Open Space System Master Plan**

The preferred recommendations and plan concepts will be documented with funding priorities identified. This document will be easy to navigate and graphically rich with maps and images to explain the concepts. Documentation of the main Master Plan document we anticipate roughly a maximum of 75 pages in length for ease of reading, plus appendixes. Contents from these materials will be presented at the Community Workshops to gather final comments.

#### **Deliverables:**

- 1. 75% complete Master Plan Draft document available for review and comment*
- 2. Support charts, graphs, and maps*

### **4.3 Plan Review and Document Completion**

In addition to a public review of the draft plan, a draft plan will be provided to the Park Board. Design Workshop will provide one presentation of the draft report and gather comments concurrent with the date of the public meeting. Based upon input received from the public review process, the plan will be refined and revised.

#### **Deliverables:**

- 1. Presentation power point, boards and handouts*
- 2. One (1) Parks Board Meeting*

3. *Comment log*
4. *90% complete draft plan document*

#### 4.4 Final Document Creation and Adoption

Comments received from the City Council, Park Board, and other review agencies will be evaluated with City Staff to determine the alterations needed to finalize the draft plan. The final plan will be produced with comments incorporated. One final presentation will be given to the City Council for adoption.

**Deliverables:**

1. *Updated comment log*
2. *Park and Public Open Space Master Plan document, Executive Summary, one printed and bound color copy and electronic copy in a format compatible with the city's software.*
3. *All images formatted as stand-alone jpeg files.*
4. *Final Plan Map files in GIS ESRI ArcView format*
5. *One (1) adoption hearing presentation with City Council*

#### 4.5 Community/Neighborhood Park Development

Our team will work with City staff to select two (2) community or neighborhood park sites in need of improvement. It is understood that one of these sites may be Meadowglen Park and the other would be identified following the citywide analysis. The concept design process will serve as a means of testing ideas and input generated through the earlier planning process and provide an opportunity for immediate response to community need. The design process will include a site analysis component using GIS mapping, field observation, and precedent study that will result in a site analysis framework of opportunities and constraints. From this, the design team will produce up to two (2) concept alternatives for each park site that will be presented to nearby communities at the Area Workshops. With feedback from the community and City staff, the design team will then develop a preferred concept design for each site and prepare a matrix of recommendations that can help to phase and budget for future improvements.

**Deliverables:**

1. *Existing Conditions Plan formatted as an 11x17 exhibit for each park site*
2. *Up to two (2) Concept Alternative Plans formatted as 11x17 exhibits for each park site*
3. *Preferred Concept Plan formatted as an 11x17 exhibit for each park site*
4. *Recommendation matrix formatted as an 11x17 exhibit for each park site*
5. *Opinion of Probable Cost formatted as an 11x17 exhibit for each park site based on Preferred Concept Design*

## **ALTERNATE 1**

### **5.1 Policy and Standards Analysis**

Existing policies, fee structure, funding sources, budget, capital improvement plans and organizational structure information will be collected and summarized in a technical memo. We will review and summarize current city land use policies and regulations related to open space and development, impacts to natural resources, community buffers, park and trail dedication and maintenance, and retention of heritage and agricultural lands. This initial assessment of your program will be used to inform recommendations for the final Master Plan.

We will interview City staff to better understand the implications of these regulations or policies for development practices and City initiatives, including how they currently implement the Parkland Dedication Ordinance and what ideas staff have to further incorporate and implement the ordinance into the City's land use regulations. The interviews will be comprehensive enough to be able to draw some conclusions about how current regulations work related to growth pressures and other City requirements related to growth and development.

We will also complete up to five (5) interviews with key stakeholders from the development community and homeowners associations to understand their perspective on what works and what could be improved in the current land use regulations in regard to parkland dedication.

#### **Deliverables:**

1. *Technical Memo of existing policy analysis.*
2. *Transcripts from interviews with City staff and stakeholders.*

### **5.2 Operations, Maintenance, and Staffing Plan**

Our team member ETM Associates will update and/or establish operational and staffing standards for the full operation of the system. This will include maintenance standards, staffing levels needed for programs, technology requirements, customer service requirements and administration based on established and agreed upon outcomes. The team will evaluate governance of parks and functions in the overall structure with recommendations on how to operate in the most effective functional and efficient manner. ETM Associates will conduct a work session with key management staff on what they consider to be core essential services, important services, and value-added services based on observations, individual interviews, focus group interviews and operating practices. The focus will be on whom the services are provided to, for what purpose, for what benefit, and for what cost.

#### **Deliverables:**

1. *Draft recommendations memorandum*

### **5.3 Functional Organizational Structure**

Using a business-oriented approach with integration of industry best management practices, our team partner ETM Associates will assess the feasibility of the realignment of staffing structures to create more efficiency. This will help enhance the organizational infrastructure through a more efficient design where appropriate that is functionally based.

**Deliverables:**

1. *Draft recommendations memorandum*

#### 5.4 Financial Review / Fees and Charges Study

Our team will perform analysis to document the financial situation of the service area and/or business centers therein. The financial analysis will look at the budget, pricing policy, user fees, current and other revenue generating opportunities, grant opportunities, and the revenue forecast. This analysis will identify the financial situation of the service area with three primary goals:

- Understand the financial dynamics to further advance the understanding of operations gained through the work described above
- Review funding and accounting practices with an objective of accurate financial fund tracking and the ability of City staff to have more useful financial information for strategic decision-making
- Seek opportunities to improve the financial sustainability for the future including evaluating expenditures and increasing current and new sources of revenue
- We will also review current financial policies. This review will include comparison of current policies with national standards of best practice agencies. The consulting team will recommend cost recovery goals, policies and adjustments to current policies where enhancements may be needed or gaps are identified.

**Deliverables:**

1. *Finance Review Summary Document*

#### 5.5 Funding Strategies / Partnerships Study

Additional funding recommendations will be developed based in part of our review and analysis of the City and Department, as well as the national experience brought by the consulting team. Our team has identified a variety of methods on past work that can potentially be applied to Spokane. These strategies include:

- Understand the financial dynamics to further advance the understanding of operations gained through the work described above
- Fees and charges
- Endowments/ Non-profit agencies
- Grants from national agencies and private sources
- Sponsorships
- Partnerships
- Dedicated sales or property tax
- Dedicated funding sources

**Deliverables:**

1. *Funding Strategies Draft Recommendations Memorandum*



## 5.6 Delivery Evaluation Recommendations

ETM Associates will analyze the operations and methods used to deliver existing services. This process will involve staff interviews, observations of procedures, user interviews, and a review of promotional materials and methods. The analysis will include an evaluation of the customer interface aspect of service delivery, identifying the elements that are critical to success and barriers to customer participation and satisfaction.

### **Deliverables:**

1. *Delivery Evaluation Memorandum*

## CONDITIONS AND EXCLUSIONS

Client shall provide the following information or services as required for performance of its services. Design Workshop assumes no responsibility for the accuracy of such information or services provided by Client and shall not be liable for errors or omissions therein. Should Design Workshop be required to provide services in obtaining or coordinating compilation of this information, such services shall be billed as Additional Services.

In order to begin services, we will require the following information:

1. All relevant existing plans and studies
2. All available GIS data managed by the City of Spokane

The following scope items are not included in Design Workshop's fee, and should they be requested, would be billed as an additional service:

1. Project Website (*note: it is understood that the City of Spokane will manage a project website and Design Workshop would provide content for the website at key milestones*)
2. Final Plan Release Event
3. Nature Score Matrix
4. Conservation Assessment
5. Natural Lands Management Plan
6. Park site survey

## PROJECT TEAM

Design Workshop typically organizes projects in a team format with key responsibilities divided between the Principal-in-Charge and Project Manager. The key team members for your project are listed below:

Principal-in-Charge – Anna Laybourn

Anna will serve as Principal-in-Charge of the Spokane Parks and Public Open Space Master Plan project and will have primary responsibility for the overall content and quality of the services performed by Design Workshop and our consultant team.

Project Manager – Eric Leshinsky

Eric will serve as the Project Manager for the Spokane Parks and Public Open Space Master Plan project and will also be responsible for leading the planning and design efforts associated with the work. His responsibilities will include the coordination of Design Workshop's in-house design team as well as regular communication and coordination with all members of the Client's and Design Workshop's consultant team.

## SCHEDULE

Design Workshop is prepared to begin services immediately upon receipt of a retainer and a signed copy of this proposal from an authorized owner's representative. At this time, it is anticipated that the project schedule will run approximately 12 months from Notice to Proceed.

## FEES AND EXPENSES

### 1. Basic services

Compensation to Design Workshop for the services described herein and in accordance with the conditions of this agreement shall be for a lump sum fee of **\$217,655** with an additional scope of **\$49,155** (Alternate 1) that would be authorized during Phase 3.

**BASE CONTRACT  
SCOPE**

The estimated fees are as follows:

Phase One	Establish a Foundation of Understanding	\$ 75,435
Phase Two	Creating a Shared Vision	\$ 70,180
Phase Three	Evaluation of Concepts and Dev of Recommendations	\$ 20,870
Phase Four	Plan Documentation and Adoption	\$ 51,170
<b>Total Professional Fees Phases 1-4 (labor only)</b>		<b>\$ 217,655</b>
<b>Reimbursable Expenses</b>		<b>\$ 22,375</b>

Alternate 1 (Phase 5)

\$ 49,155

### 2. REIMBURSABLE EXPENSES

Reimbursable Expenses are in addition to compensation for Basic Services. Reimbursable expenses incurred by Design Workshop and consultants directly related to the project such as, but not limited to, travel, photography, telephone charges, video conference charges, postage, and printing expenses shall be billed at Design Workshop's cost plus seven percent (7%). *It is understood that the expenses associated with Task 2.7 Citywide Statistically Valid Invited Survey will be covered separately by the City of Spokane.*

**HOLD PRICE FOR  
FUTURE ADD**

### 3. RETAINER

In accordance with Design Workshop's policy, a retainer of \$15,000 is payable upon acceptance of this proposal. The retainer will be applied to our final billing. All invoices must be paid prior to release of the final documents.

### 4. ADDITIONAL SERVICES

Services in addition to those described above are to be compensated on a Time and Materials basis per Design Workshop's current published rate schedule. Additional services will include (but are not limited to) redesign of previously approved work, major revisions to program and/or

expansion of scope of services. Whenever practical, changes, additions, or modifications to the scope of services shall be authorized by written change request; however, the absence of such a written change order shall not act as a bar to payment of fees due Design Workshop, provided the change was in fact approved and ordered by the Client.

5. **TAXES** (For Canada, UAE and other states and countries that may apply)  
Any taxes or fees, (local, state or federal), based on gross receipts or revenues will be added to amounts due under this contract.

## **PAYMENT TERMS**

1. This is a lump sum contract and will be billed monthly as a percentage completed for each phase of the work.
2. Invoices will be mailed from Design Workshop's office by the 10th of each month. Invoices are payable within 30 days of the date of billing. Invoicing shall be specific to each major task and will describe the completed portion of the services.
3. Extensive itemized breakdowns of hourly activities or provision of detailed backup for reimbursed expenses for accounting purposes are not a normal procedure; however, at the Client's request, Design Workshop will provide this service at an hourly rate of \$65 (sixty-five dollars) per hour.

## **ACCEPTANCE**

1. This Agreement is entered into between Design Workshop, Inc. and (insert name of client), owner or reputed owner of the property to be benefited by Design Workshop's services.
2. If this contract meets with your approval, please sign below and return one (1) copy for our file.
3. If this agreement is not accepted within two (2) months from the date of receipt, the offer to perform the described services may be withdrawn and Design Workshop may renegotiate this proposal.
4. The Client agrees that they have read and understood the Contract Provisions attached hereto and incorporated herein by reference.

### **DESIGN WORKSHOP, INC.**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

### **APPROVED BY CLIENT:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Rate Schedule** (Effective 1/1/2020)

Anna Laybourn, Principal	\$200/hour
Eric Leshinsky, Project Manager	\$175/hour
Landscape Architect	\$150/hour
Graphic Designer	\$110/hour
Planner	\$100/hour
Landscape Designer	\$90/hour
Intern Planner/Designer	\$65/hour

## Attachment A

### Contract Provisions

1. All fees, commissions, and expenses billed shall be due within thirty (30) days of the date of billing. Interest on unpaid or late bills shall accrue at 1 3/4 percent interest per month (21.0% A.P.R.). In the event of non-payment, such unpaid amounts shall constitute and become a lien upon the property for which professional services are being performed or completed. Design Workshop may, at its discretion, assert its right to file and foreclose upon such lien, in addition to pursuing any other remedies permitted by law. Client agrees that all statements not objected to in writing within thirty (30) days of receipt are agreed to be final and binding upon the parties as to the amounts due, the adequacy of Design Workshop's performance, and the value of the services provided to Client. If Client does not pay Design Workshop within thirty (30) days of the date of billing and Design Workshop consults with an attorney for collection, then, in addition to all sums due, Client agrees to pay all costs incurred by Design Workshop associated with collection, including Design Workshop's reasonable attorney's fees and reasonable court costs. Additionally, in the event Client brings any claim(s) against Design Workshop in any lawsuit, arbitration, or other form of binding dispute resolution (hereinafter "Proceeding"), if Client is not the prevailing party in its claim(s) against Design Workshop or if Design Workshop is dismissed from the Proceeding for any reason (including by stipulation, agreement, court order, or voluntary withdrawal of claims by Client), then Client shall pay all costs incurred by Design Workshop associated with defending against the claim(s), including Design Workshop's reasonable attorney's fees and reasonable court or arbitration costs.
2. When any invoice is outstanding and unpaid thirty (30) days after the date of billing, Design Workshop may, at its discretion, stop work on the project. In addition, when any invoice is outstanding and unpaid ninety (90) days after the date of billing, Design Workshop may withdraw from any governmental agency review process any applications, drawings, submittals or other project documents reflecting Design Workshop's services. No notice of Design Workshop's intent to stop work or to withdraw from any governmental review process shall be required. Client forever releases, discharges and holds Design Workshop harmless from any and all liability arising out of Design Workshop's withdrawal of any applications, drawings, submittals or other project documents. Client shall fully indemnify, defend, and hold harmless Design Workshop against any and all claims for liability asserted by any project participant for any action taken by Design Workshop under this paragraph.
3. If the project is suspended or abandoned, in whole or in part, for a period of ninety (90) days or more, or upon instruction by Client to Design Workshop to suspend activity on the project, Design Workshop shall be compensated for all services performed together with all reimbursable expenses due and the Agreement shall be deemed terminated. If the project is resumed after such suspension, the Agreement between Client and Design Workshop shall be renegotiated prior to resumption of services by Design Workshop. Such renegotiation shall include a fee for remobilization costs incurred by Design Workshop. In the event that this Agreement is terminated due to the suspension or abandonment of the project, Client shall make full payment to DW for all compensation due hereunder within 30 days of receipt of a final invoice from DW. For purposes of this Agreement, the term "suspension" or "abandonment" shall mean substantial discontinuance of labor, services, and expenses for a ninety (90) day period or written instruction by Client to suspend substantially all project activities.
4. Design Workshop reserves the right to raise hourly rates at its own discretion during the course of this project. Any such increases, however, will not result in an increase in the total fees identified in this proposal unless specific services are being provided on a time and materials basis.
5. All drawings, specifications and other work product, including those in electronic form, prepared by or through Design Workshop are the Instruments of Service for use solely with respect to this project. Design Workshop shall be deemed the author and owner of their Instruments of Service and shall retain all common law, statutory, and other rights, including copyrights.

Design Workshop grants the Client a nonexclusive license to reproduce Design Workshop's Instruments of Service solely for the purposes of constructing, using and maintaining this project, provided that Client shall comply with all obligations, including prompt payment of all sums when due, under this Agreement. The Client shall be permitted to retain copies, including reproducible copies of drawings and specifications for information and reference in connection with the Client's use and occupancy of the project. The Client shall be permitted to authorize its contractors, subcontractors and material suppliers to reproduce applicable portions of the Instruments of Service appropriate to and for use in the execution of this project. The drawings and specifications shall not be used by the Client on another project, except by agreement in writing between Design Workshop and Client.

Any unauthorized use of the Instruments of Service without Design Workshop's consent shall be at the Client's sole risk and without liability to Design Workshop. The Client shall indemnify and hold harmless Design Workshop, and Design Workshop's subconsultants from and against claims, damages, losses and expenses, including, but not limited to payment of attorney's fees, arising out of unauthorized use of the Instruments of Service that are part of this project.

Design Workshop shall not be responsible or liable for any direct, actual or consequential damages which occur as the result of its inability to produce the Instruments of Service by reason of the casualty, destruction or loss of documents that occurs through no fault of Design Workshop.

6. Should the project be published in a book, magazine, newspaper, or publication for public circulation, or if a job sign is erected, Design Workshop should be listed as the planner/landscape architect. In addition, this Agreement represents non-exclusive approval by the Client for publication and award submissions of the project by Design Workshop.



7. The parties agree not to solicit for employment any employee of the other with whom the parties have had contact as a result of this Agreement, while the candidate is employed by the other party, and for twelve (12) months following termination of such employment, unless specifically agreed to in writing.
8. In the event of a default of any provision of this Agreement, after ten (10) days notice to cure is delivered, this Agreement may be deemed terminated by the non-defaulting party. For purpose hereof, any failure to pay sums due in accordance with Paragraph 1 shall be deemed default. Either party may terminate this Agreement for convenience and without cause upon thirty (30) days written notice by either party. If Client terminates this Agreement for convenience, DW shall be compensated for Services performed prior to termination, together with reimbursable expenses then due.
9. Design Workshop shall perform its services consistent with the professional skill and care ordinarily provided by similar professionals practicing in the same manner and similar locality under the same or similar circumstances. Design Workshop and Client waive consequential damages for claims, disputes or other matters in question arising out of or relating to the Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Paragraph 8.
10. All notices and other communications that are required or permitted to be given to the parties under this Agreement shall be sufficient in all respects if given in writing and delivered in person, by electronic mail, by telecopy, by overnight courier, or by certified mail, postage prepaid, return receipt requested, to the receiving party at the following address:

If to Design Workshop:	If to Client:
Telephone:	Telephone:

or to such other address as such party may have given to the other by notice pursuant to this Section. Notice shall be deemed given on the date of delivery, in the case of personal delivery, electronic mail, or telecopy, or on the delivery or refusal date, as specified on the return receipt in the case of certified mail or on the tracking report in the case of overnight courier.

11. If any provision of this Agreement is for any reason held invalid or unenforceable, such provision shall be deemed separate and shall not affect the validity of the remaining portions herein.
12. This Agreement shall be binding upon the parties, their partners, successors, assigns, and legal representatives. Client shall not assign this Agreement without the consent of DW.
13. This Agreement may be amended or modified only by written instrument executed by both parties.
14. This Agreement (together with the attached Exhibits, which are incorporated herein by this reference) constitutes the entire agreement between the parties and supersedes prior understandings, written or oral. No waiver under this Agreement shall be valid unless it is given in writing and duly executed by the party to be charged therewith.
15. This Agreement shall be governed by the Laws of the State of Colorado. The parties agree that venue for any dispute between them arising out of or relating to this Agreement shall be in the City and County of Denver, State of Colorado.
16. In construing this Agreement, (i) the singular includes the plural and vice versa, (ii) reference to any document means such document as amended from time to time, (iii) "include" or "including" means including without limiting the generality of any description preceding such term, (iv) the word "or" is not exclusive, and (v) references to this Agreement or Sections or paragraphs of this Agreement refer to this entire Agreement including all exhibits, schedules, and Addendum attached hereto, as the same may be amended from time to time.
17. This Agreement represents the entire and integrated agreement between Client and Design Workshop and supersedes all prior negotiations, warranties, representations, promises or agreements, either written or oral, and with direct or indirect, connected in any way with this Agreement. Client agrees that it is not relying on, and Design Workshop has not bound by, any representations, claims or promises made by Design Workshop or any of its agents or employees, or contained in any marketing or other materials, unless they are expressly included in this Agreement.
18. Client and Design Workshop acknowledge that achieving any performance objectives is dependent upon many factors beyond Design Workshop's control, such as Client's use and operation of the project; the work provided by other contractors and consultants; and interpretation of the finished project by any applicable authority or inspection agency. Performance objectives can include sustainability environmental goals, economic goals, social goals and other similar objectives that can be measured. Accordingly, Design Workshop does not warrant or guarantee that the project will achieve any performance objectives unless expressly stated otherwise in this Agreement.

**Other conditions**

*(Insert additions and modifications to the Standard Contract Provisions.)*

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Land Committee		
<b>Committee meeting date</b>	Feb 5, 2020		
<b>Requester</b>	Nick Hamad	<b>Phone number:</b> 509.363.5452	
<b>Type of agenda item</b>	<input checked="" type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input type="radio"/> Action		
<b>Type of contract/agreement</b>	<input type="radio"/> New <input type="radio"/> Renewal/extension <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
<b>City Clerks file</b> (OPR or policy #)			
<b>Item title:</b> (Use exact language noted on the agenda)	Ditches Unlimited, Inc. construction change order #3 for the Mirror Pond Rehabilitation project / Manito Park (\$113,679.62 tax inclusive)		
<b>Begin/end dates</b>	Begins: February 13, 2020    Ends: May 1, 2020 <input type="checkbox"/> Open ended		
<b>Background/history:</b> Manito Park Mirror Pond change order #3 adds to the contract scope additional materials and labor for pipe anchoring to the bottom of the pond and adds 'alternate 3: construct treatment pond' to the project scope.  Alternate 3 scope will be performed for the bid price provided by the contractor in initial project bid.			
<b>Motion wording:</b> Motion to approve Ditches Unlimited, Inc. construction change order #3 for the Mirror Pond Rehabilitation project / Manito Park (\$113,679.62 tax inclusive)			
<b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Ditches Unlimited (contractor) Name: Arvistis Mckinnie    Email address: ditchesunlimited@gmail.com    Phone: 208.666.1650			
<b>Distribution:</b> Parks – Accounting    Thea Prince Parks – Pamela Clarke    Arvistis Mckinnie Requester: Nick Hamad Grant Management Department/Name:			
<b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount:    Budget code: \$88,679.62    1400 \$25,000.00    friends of manito			
<b>Vendor:</b> <input type="radio"/> Existing vendor <input checked="" type="radio"/> New vendor <b>Supporting documents:</b> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input checked="" type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> UBI:    Business license expiration date: <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

CITY OF SPOKANE  
PARKS AND RECREATION DEPARTMENT  
CHANGE ORDER NO. 3

NAME OF CONTRACTOR: DITCHES UNLIMITED, INC.

PROJECT TITLE: MANITO PARK MIRROR POND RENOVATION

CITY CLERK CONTRACT NUMBER: OPR2019-0925

=====

DESCRIPTION OF CHANGE:

AMOUNT:

Additional Materials for pond pipe anchoring	\$2,959.18
Additional labor for pond pipe anchoring	\$1,880.00
Alternate 3: Construct Treatment Wetland	\$100,000.00

=====

**TOTAL AMOUNT:** \$104,839.18

<b>CONTRACT SUM (EXCLUDE SALES TAX)</b>	
ORIGINAL CONTRACT SUM (INCLUDE ALTERNATES)	\$244,046.00
NET AMOUNT OF PREVIOUS CHANGE ORDERS	\$31,459.64
CURRENT CONTRACT AMOUNT	\$275,505.64
CURRENT CHANGE ORDER (EXCLUDES SALES TAX)	\$4,839.18
<b>REVISED CONTRACT SUM</b>	<b>\$380,344.82</b>

<b>CONTRACT COMPLETION DATE</b>	
ORIGINAL CONTRACT COMPLETION DATE	05/01/2020
CURRENT COMPLETION DATE	05/01/2020
<b>REVISED COMPLETION DATE</b>	<b>05/01/2020</b>

Contractor's Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

City Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Attest: \_\_\_\_\_ City Clerk

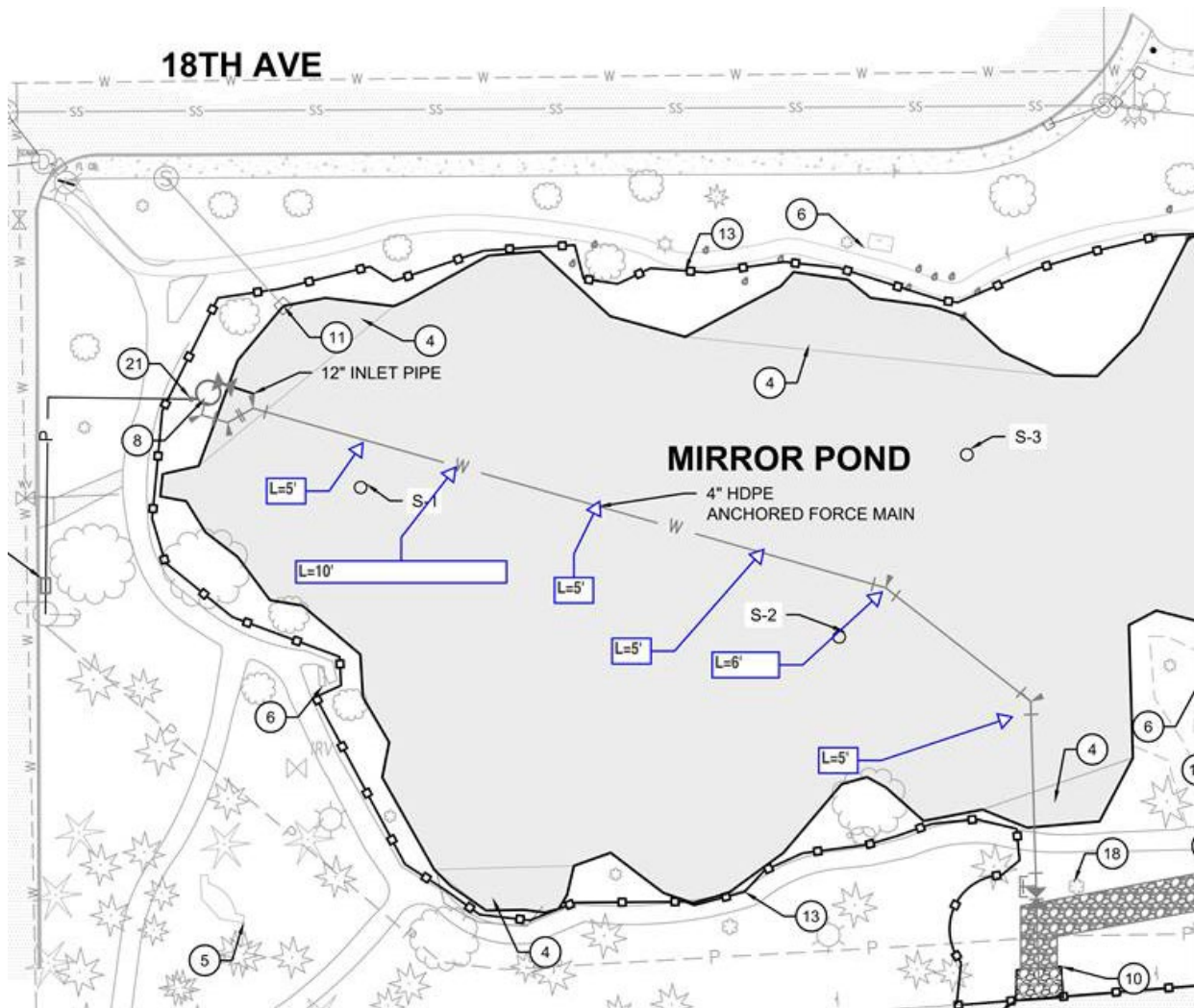
Approved as to form: \_\_\_\_\_ Assistant City Attorney

**From:** [Erick Fitzpatrick](#)  
**To:** [Arvistic McKinnie](#)  
**Cc:** [Hamad, Nicholas](#); [Harvey Morrison](#); [Dylan Schwarz](#)  
**Subject:** RE: Manito  
**Date:** Tuesday, December 17, 2019 5:47:05 PM  
**Attachments:** [image004.png](#)

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[CAUTION - EXTERNAL EMAIL - Verify Sender]

Arvie, we're looking at bolting the pipe to an I beam with a clamp. Our recommendation and basis for design is a Metraflex PA clamps. The clamps would be bolted to a W8-24 section of I beam. The total beam length needs to be around 35 feet to keep a half full pipe submerged. Below are our recommended locations. We're open to suggestions on the locations to help with the constructability.



[https://www.metraflex.com/pipes-guides-and-anchors/model\\_pa/](https://www.metraflex.com/pipes-guides-and-anchors/model_pa/)



**Erick Fitzpatrick, PE** | Associate Principal  
**AHBL, Inc.** | TACOMA • SEATTLE • SPOKANE • TRI-CITIES  
509.252.5019 TEL | 509.321.9389 DIRECT | [efitzpatrick@ahbl.com](mailto:efitzpatrick@ahbl.com) EMAIL | Send us a [file](#).



Manito Park Mirror Pond Restoration  
Submittal



Ditches Unlimited Inc.

18089 S Watson Rd

Coeur d Alene ID

83814

208-666-1650



# STRUT CLAMPS



## Clamp With Cushion

2501 - 2588

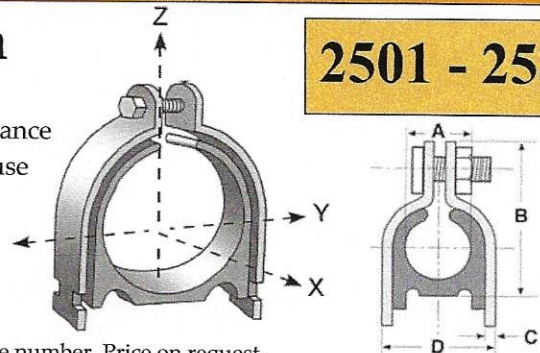
**CLAMP MATERIAL:** Low carbon steel

**CUSHION MATERIAL:** Multi-Flex TES A9110 EV1 Black, in accordance with ASTM D4474 TES 0130 A90000. Classified 2043 ( 25/50 ) for use in plenums and air handling systems.

**TEMPERATURE RANGE:** -65°F to 275°F (-54°C to 135°C)

**FINISH:** Western gold

**ORDERING:** Specify figure number.



Available in stainless steel. To order, specify 304 or 316 and add suffix SS to figure number. Price on request.

Figure Number	O.D. Size A		Nom. Tube Size	Nom. Pipe Size	B		C		D		Standard Package	Max. Rec. Load						Wt. Each	
												X		Y		Z			
	Lbs.	kN	Lbs.	kN	Lbs.	kN	Lbs.	kg											
2501	.25	(6.35)	1/8 (3)	-	-	1.11	(28.19)	.075 (1.91)	.62	(15.75)	30	50	(.22)	50	(.22)	400	(1.78)	.13	(.06)
2502	.375	(9.53)	1/4 (6)	-	-	1.24	(31.50)	.075 (1.91)	.75	(19.05)	30	50	(.22)	50	(.22)	400	(1.78)	.14	(.06)
2503	.5	(12.70)	3/8 (10)	-	-	1.36	(34.54)	.075 (1.91)	.87	(22.10)	30	50	(.22)	50	(.22)	400	(1.78)	.15	(.07)
2504	.625	(15.88)	1/2 (15)	-	-	1.5	(38.10)	.075 (1.91)	1	(25.40)	20	50	(.22)	50	(.22)	400	(1.78)	.16	(.07)
2505	.75	(19.05)	5/8 (17)	-	-	1.78	(45.21)	.075 (1.91)	1.33	(33.78)	20	75	(.33)	75	(.33)	600	(2.67)	.19	(.09)
2506	.875	(22.23)	3/4 (20)	-	-	1.91	(48.51)	.075 (1.91)	1.45	(36.83)	20	75	(.33)	75	(.33)	600	(2.67)	.21	(.09)
2515	1	(25.40)	-	-	-	2.03	(51.56)	.075 (1.91)	1.66	(42.16)	20	75	(.33)	75	(.33)	600	(2.67)	.29	(.13)
2507	1.125	(28.58)	1 (25)	-	-	2.16	(54.86)	.075 (1.91)	1.79	(45.47)	10	75	(.33)	75	(.33)	600	(2.67)	.31	(.14)
2516	1.25	(31.75)	-	-	-	2.3	(58.42)	.105 (2.67)	1.92	(48.77)	20	75	(.33)	75	(.33)	600	(2.67)	.33	(.15)
2508	1.375	(34.93)	1 1/4 (32)	-	-	2.75	(69.85)	.119 (3.02)	2.22	(56.39)	10	75	(.33)	75	(.33)	600	(2.67)	.42	(.19)
2517	1.5	(38.10)	-	-	-	2.75	(69.85)	.119 (3.02)	2.22	(56.39)	10	75	(.33)	75	(.33)	600	(2.67)	.38	(.17)
2509	1.625	(41.28)	1 1/2 (40)	-	-	3.03	(76.96)	.119 (3.02)	2.47	(62.74)	10	75	(.33)	75	(.33)	600	(2.67)	.48	(.22)
2518	1.75	(44.45)	-	-	-	3.03	(76.96)	.119 (3.02)	2.47	(62.74)	10	125	(.56)	125	(.56)	800	(3.56)	.46	(.21)
2519	1.875	(47.63)	-	-	-	3.28	(83.31)	.119 (3.02)	2.47	(62.74)	10	125	(.56)	125	(.56)	800	(3.56)	.52	(.24)
2520	2	(50.80)	-	-	-	3.28	(83.31)	.119 (3.02)	2.72	(69.09)	10	125	(.56)	125	(.56)	800	(3.56)	.50	(.23)
2510	2.125	(53.98)	2 (50)	-	-	3.53	(89.66)	.119 (3.02)	2.97	(75.44)	10	125	(.56)	125	(.56)	800	(3.56)	.57	(.26)
2521	2.25	(57.15)	-	-	-	3.78	(96.01)	.119 (3.02)	3.22	(81.79)	10	125	(.56)	125	(.56)	800	(3.56)	.62	(.28)
2523	2.5	(63.50)	-	-	-	4.03	(102.36)	.119 (3.02)	3.47	(88.14)	10	125	(.56)	125	(.56)	800	(3.56)	.60	(.27)
2511	2.625	(66.68)	2 1/2 (65)	-	-	4.03	(102.36)	.119 (3.02)	3.47	(88.14)	10	125	(.56)	125	(.56)	800	(3.56)	.58	(.26)
2524	3	(76.20)	-	-	-	4.52	(114.81)	.119 (3.02)	3.97	(100.84)	10	125	(.56)	125	(.56)	800	(3.56)	.69	(.31)
2512	3.125	(79.38)	3 (80)	-	-	4.52	(114.81)	.119 (3.02)	3.97	(100.84)	10	125	(.56)	125	(.56)	800	(3.56)	.68	(.31)
2513	3.625	(92.08)	3 1/2 (90)	-	-	5.03	(127.76)	.119 (3.02)	4.47	(113.54)	10	150	(.67)	200	(.89)	1000	(4.45)	.76	(.34)
2514	4.125	(104.78)	4 (100)	-	-	5.66	(143.76)	.119 (3.02)	5.09	(129.29)	10	150	(.67)	200	(.89)	1000	(4.45)	.88	(.40)
2525	5.125	(130.18)	5 (125)	-	-	6.75	(171.45)	.119 (3.02)	6.25	(158.75)	10	150	(.67)	200	(.89)	1000	(4.45)	1.17	(.53)
2526	6.125	(155.58)	6 (150)	-	-	7.75	(196.85)	.119 (3.02)	7.5	(190.50)	10	150	(.67)	200	(.89)	1000	(4.45)	1.28	(.58)
2530	.79	(20)	Metric Pipe	-	-	1.78	(45.21)	.07 (1.78)	1.33	(33.78)	20	75	(.33)	75	(.33)	600	(2.67)	.19	(.09)
2531	.98	(25)	Metric Pipe	-	-	2.03	(51.56)	.07 (1.78)	1.66	(42.16)	10	75	(.33)	75	(.33)	600	(2.67)	.29	(.13)
2532	1.26	(32)	Metric Pipe	-	-	2.30	(58.42)	.07 (1.78)	1.92	(48.77)	10	75	(.33)	75	(.33)	600	(2.67)	.33	(.15)
2533	1.57	(40)	Metric Pipe	-	-	2.75	(69.85)	.11 (2.79)	2.22	(56.39)	10	75	(.33)	75	(.33)	600	(2.67)	.48	(.22)
2534	1.97	(50)	Metric Pipe	-	-	3.28	(83.31)	.11 (2.79)	2.72	(69.09)	10	125	(.56)	125	(.56)	800	(3.56)	.50	(.23)
2535	2.48	(63)	Metric Pipe	-	-	4.03	(102.36)	.11 (2.79)	3.47	(88.14)	10	125	(.56)	125	(.56)	800	(3.56)	.60	(.27)
2536	2.95	(75)	Metric Pipe	-	-	4.52	(114.81)	.11 (2.79)	3.97	(100.84)	10	125	(.56)	125	(.56)	800	(3.56)	.62	(.28)
2537	3.54	(90)	Metric Pipe	-	-	4.91	(124.71)	.11 (2.79)	4.36	(110.74)	10	150	(.67)	200	(.89)	1000	(4.45)	.72	(.33)
2538	4.33	(110)	Metric Pipe	-	-	5.76	(146.30)	.11 (2.79)	5.30	(134.62)	10	150	(.67)	200	(.89)	1000	(4.45)	.94	(.43)
2539	4.92	(125)	Metric Pipe	-	-	6.55	(166.37)	.11 (2.79)	6.15	(156.21)	10	150	(.67)	200	(.89)	1000	(4.45)	1.06	(.48)
2540	6.30	(160)	Metric Pipe	-	-	7.95	(201.93)	.11 (2.79)	7.70	(195.58)	10	150	(.67)	200	(.89)	1000	(4.45)	1.43	(.65)
2574	.540	(13.72)	-	-	1/4 (5)	1.41	(35.81)	.075 (1.91)	.91	(23.11)	30	50	(.22)	50	(.22)	400	(1.78)	.16	(.07)
2575	.675	(17.15)	-	-	3/8 (10)	1.59	(40.39)	.075 (1.91)	1.07	(27.18)	30	75	(.33)	75	(.33)	600	(2.67)	.17	(.08)
2576	.840	(21.34)	-	-	1/2 (15)	1.91	(48.51)	.075 (1.91)	1.45	(36.83)	30	75	(.33)	75	(.33)	600	(2.67)	.21	(.10)
2577	1.050	(26.67)	-	-	3/4 (20)	2.16	(54.86)	.075 (1.91)	1.79	(45.47)	10	75	(.33)	75	(.33)	600	(2.67)	.31	(.14)
2578	1.315	(33.40)	-	-	1 (25)	2.75	(69.85)	.119 (3.02)	2.22	(56.39)	20	75	(.33)	75	(.33)	600	(2.67)	.43	(.20)
2579	1.660	(42.16)	-	-	1 1/4 (32)	3.03	(76.96)	.119 (3.02)	2.47	(62.74)	10	125	(.56)	125	(.56)	800	(3.56)	.48	(.22)
2580	1.900	(48.26)	-	-	1 1/2 (40)	3.28	(83.31)	.119 (3.02)	2.47	(62.74)	10	125	(.56)	125	(.56)	800	(3.56)	.52	(.24)
2581	2.375	(60.33)	-	-	2 (50)	3.78	(96.01)	.119 (3.02)	3.22	(81.79)	10	125	(.56)	125	(.56)	800	(3.56)	.61	(.28)
2582	2.875	(73.03)	-	-	2 1/2 (65)	4.27	(108.46)	.119 (3.02)	3.72	(94.49)	10	125	(.56)	125	(.56)	800	(3.56)	.62	(.28)
2583	3.500	(88.90)	-	-	3 (80)	4.91	(124.71)	.119 (3.02)	4.36	(110.74)	10	150	(.67)	200	(.89)	1000	(4.45)	.72	(.33)
2584	4.000	(101.60)	-	-	3 1/2 (90)	5.53	(140.46)	.119 (3.02)	4.97	(126.24)	10	150	(.67)	200	(.89)	1000	(4.45)	.88	(.40)
2585	4.500	(114.30)	-	-	4 (100)	6.03	(153.16)	.119 (3.02)	5.47	(138.94)	10	150	(.67)	200	(.89)	1000	(4.45)	.95	(.43)
2586	5.563	(141.30)	-	-	5 (125)	7.03	(178.56)	.135 (3.43)	6.47	(164.34)	10	150	(.67)	200	(.89)	1000	(4.45)	1.22	(.55)
2587	6.625	(168.28)	-	-	6 (150)	8.03	(203.96)	.135 (3.43)	7.47	(189.74)	10	150	(.67)	200	(.89)	1000	(4.45)	1.44	(.65)
2588	8.625	(219.08)	-	-	8 (200)	10.3	(261.62)	.135 (3.43)	9.38	(238.25)	10	150	(.67)	200	(.89)	1000	(4.45)	2.00	(.90)

Unless otherwise specified, all dimensions on drawings and in charts are in inches and dimensions shown in parentheses are in millimeters.

PHD Manufacturing, Inc.

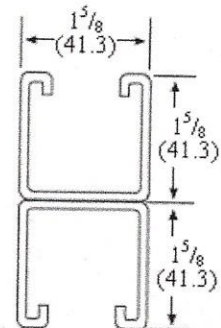
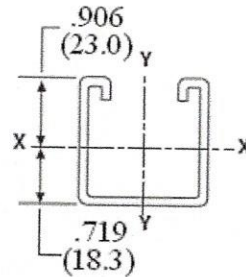
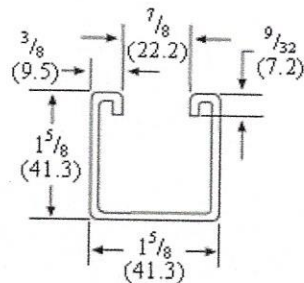
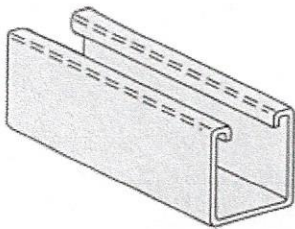




# CHANNEL

1001 - 1042

1<sup>5</sup>/<sub>8</sub>" X 1<sup>5</sup>/<sub>8</sub>" X 12 Gauge



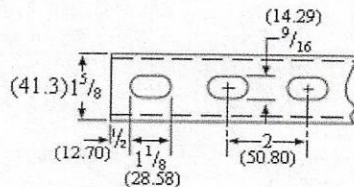
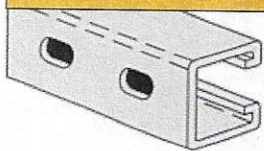
## ORDERING:

Specify Figure No., finish and number of feet.

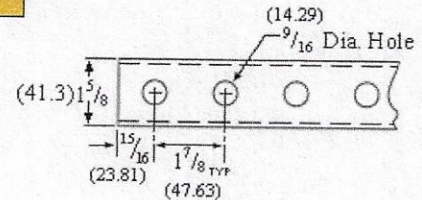
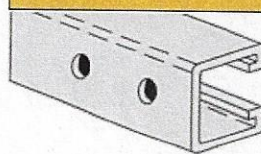
Fig. Number				Type - Description	Weight		Bundle Qty.			
10ft.	3.05m	20ft.	6.10m		lbs./ft.	kg/m	10ft.	3.05m	20ft.	6.10m
1001		1002		No Openings	1.77	(2.63)	500	(152.4)	500	(152.4)
1001A		1002A		Welded Back to Back	3.54	(5.27)	300	(91.4)	300	(91.4)
1011		1012		With 1 <sup>1</sup> / <sub>8</sub> " X <sup>9</sup> / <sub>16</sub> " (28.58 X 14.29) slots on 2" (50.8) centers	1.70	(2.53)	500	(152.4)	500	(152.4)
1011A		1012A		Welded Back to Back	3.40	(5.06)	300	(91.4)	300	(91.4)
1021		1022		With <sup>9</sup> / <sub>16</sub> " (14.29) dia. holes on 1 <sup>7</sup> / <sub>8</sub> " (47.63) centers	1.70	(2.53)	500	(152.4)	500	(152.4)
1021A		1022A		Welded Back to Back	3.40	(5.06)	300	(91.4)	300	(91.4)
1031		1032		With 3" (76.20) slots	1.68	(2.50)	500	(152.4)	500	(152.4)
1041		1042		With <sup>7</sup> / <sub>8</sub> " (22.23) Knockouts on 6" (152.40) centers	1.77	(2.63)	500	(152.4)	500	(152.4)

Available in aluminum and stainless steel. Price on request. To order aluminum, add suffix AL to fig. number. To order stainless steel, specify 304 or 316 and add suffix SS to fig. number.

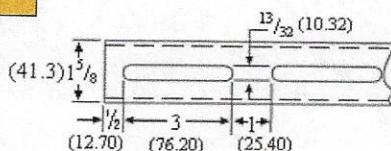
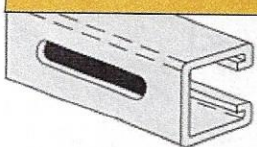
1011 - 1012



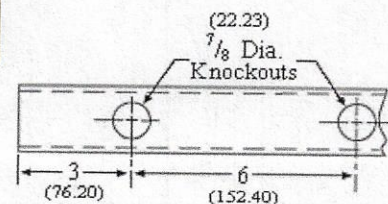
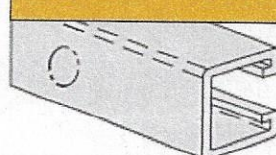
1021 - 1022



1031 - 1032



1041 - 1042



Unless otherwise specified, all dimensions on drawings and in charts are in inches and dimensions shown in parentheses are in millimeters.



## Elements of Selection

Figure Number	X-X Axis								Y-Y Axis					
	Area of Section		Moment Of Inertia		Section Modulus		Radius of Gyration		Moment Of Inertia		Section Modulus		Radius of Gyration	
	in. <sup>2</sup>	cm <sup>2</sup>	in. <sup>4</sup>	cm <sup>4</sup>	in. <sup>3</sup>	cm <sup>3</sup>	in.	cm	in. <sup>4</sup>	cm <sup>4</sup>	in. <sup>3</sup>	cm <sup>3</sup>	in.	cm
1001	0.562	(3.626)	0.1912	(7.961)	0.2125	(3.482)	0.583	(1.481)	0.2399	(9.988)	0.2953	(4.839)	0.653	(1.659)
1001A	1.124	(7.252)	0.9732	(40.519)	0.5989	(9.814)	0.931	(2.365)	0.4798	(19.977)	0.5905	(9.677)	0.653	(1.659)

**1001 - 1042**

Modules of Elasticity: 29,500,000 PSI (203,395.3mPa)

## Beam & Column Loads

Figure Number	Beam Span or Unbraced Column Height		Maximum Column Load		Uniform Load		Deflection		Uniform Load @ 1/240 Span	
			Lbs.	kN	Lbs.	kN	in.	mm	Lbs.	kN
1001	12	(304.80)	10454	(46.50)	2610	(11.61)	.01	(0.25)	2610	(11.61)
1001A			21625	(96.19)	2610*	(11.61)	.01	(0.25)	2610*	(11.61)
1001	18	(457.20)	9950	(44.26)	2269	(10.09)	.03	(0.76)	2269	(10.09)
1001A			21433	(95.34)	2610*	(11.61)	.01	(0.25)	2610*	(11.61)
1001	24	(609.60)	9311	(41.42)	1702	(7.57)	.06	(1.52)	1702	(7.57)
1001A			21164	(94.14)	2610*	(11.61)	.02	(0.51)	2610*	(11.61)
1001	30	(762.00)	8582	(38.17)	1361	(6.05)	.09	(2.29)	1361	(6.05)
1001A			20819	(92.61)	2610*	(11.61)	.03	(0.76)	2610*	(11.61)
1001	36	(914.40)	7801	(34.70)	1135	(5.05)	.13	(3.30)	1135	(5.05)
1001A			20397	(90.73)	2610*	(11.61)	.06	(1.52)	2610*	(11.61)
1001	42	(1066.80)	6998	(31.13)	972	(4.32)	.17	(4.32)	972	(4.32)
1001A			19898	(88.51)	2610*	(11.61)	.09	(2.29)	2610*	(11.61)
1001	48	(1219.20)	6193	(27.55)	851	(3.79)	.22	(5.59)	758	(3.37)
1001A			19322	(85.95)	2405	(10.70)	.13	(3.30)	2405	(10.70)
1001	54	(1371.60)	5392	(23.98)	756	(3.36)	.28	(7.11)	599	(2.66)
1001A			18669	(83.04)	2138	(9.51)	.16	(4.06)	2138	(9.51)
1001	60	(1524.00)	4718	(20.99)	681	(3.03)	.35	(8.89)	485	(2.16)
1001A			17940	(79.80)	1924	(8.56)	.20	(5.08)	1924	(8.56)
1001	66	(1676.40)	4202	(18.69)	619	(2.75)	.42	(10.67)	401	(1.78)
1001A			17134	(76.22)	1749	(7.78)	.24	(6.10)	1749	(7.78)
1001	72	(1828.80)	3791	(16.86)	567	(2.52)	.51	(12.95)	337	(1.50)
1001A			16251	(72.29)	1603	(7.13)	.28	(7.11)	1603	(7.13)
1001	84	(2133.60)	3176	(14.13)	486	(2.16)	.69	(17.53)	248	(1.10)
1001A			14255	(63.41)	1374	(6.11)	.38	(9.65)	1255	(5.58)
1001	96	(2438.40)	2728	(12.13)	425	(1.89)	.90	(22.86)	190	(0.85)
1001A			11951	(53.16)	1202	(5.35)	.50	(12.70)	961	(4.27)
1001	108	(2743.20)	2381	(10.59)	378	(1.68)	1.13	(28.70)	150	(0.67)
1001A			9524	(42.36)	1069	(4.76)	.63	(16.00)	759	(3.38)
1001	120	(3048.00)	2101	(9.35)	340	(1.51)	1.40	(35.56)	121	(0.54)
1001A			7715	(34.32)	962	(4.28)	.78	(19.81)	615	(2.74)
1001	144	(3657.60)	1660	(7.38)	280	(1.25)	2.00	(50.80)	80	(0.36)
1001A			5040	(22.42)	800	(3.56)	1.14	(28.96)	420	(1.87)
1001	168	(4267.20)	--	--	240	(1.07)	2.72	(69.09)	60	(0.27)
1001A			--	--	680	(3.02)	1.53	(38.86)	310	(1.38)
1001	192	(4876.80)	--	--	210	(0.93)	3.55	(90.17)	50	(0.22)
1001A			--	--	600	(2.67)	2.02	(51.31)	240	(1.07)
1001	216	(5486.40)	--	--	190	(0.85)	4.58	(116.33)	40	(0.18)
1001A			--	--	530	(2.36)	2.54	(64.52)	190	(0.85)
1001	240	(6096.00)	--	--	170	(0.76)	5.62	(142.75)	--	--
1001A			--	--	480	(2.14)	3.16	(80.26)	150	(0.67)

**Beam Loads:** Loads listed are uniformly distributed, for loads concentrated at center of span multiply uniform load by .5 and multiply the deflection by .8. When deflection is not a factor use stress of 25,000 PSI (172.37 mPa). When deflection is a factor use deflection of 1/240 Span. \*Failure determined by weld shear.

**Column Loads:** Column loadings are for allowable axial loads for the unsupported heights listed and include a K value of .80.

If eccentric, loads should be reduced according to standard practice.

Unless otherwise specified, all dimensions on drawings and in charts are in inches and dimensions shown in parentheses are in millimeters.

For Fabricated Channels, reduce beam load values as follows:

1011 & 1012	15%
1021 & 1022	10%
1031 & 1032	30%
1041 & 1042	5%

### TECHNICAL DATA

#### SPOT WELDING

Resistance welding of back to back strut channel is accomplished by way of an AC powered press type spot welder. This equipment produces a series of spot welds from 2" (50.8) to 4" (101.6) apart continuously down the length of the channel. Consistency is maintained by the use of a highly sophisticated constant current weld control. This processor is capable of maintaining weld sequence, duration and current control along with other variables. Any deviations in the programmed parameters will issue forth an alarm or shut down fault, which is then investigated. Weld quality is tested every 300-350 welds through the use of a destructive test method.

Through the use of modern technology, destructive and non-destructive testing, the quality of strut can be maintained. Spot weld strut is fabricated in accordance with the R.W.M.A. guidelines for resistance welding.



**From:** [Erick Fitzpatrick](#)  
**To:** [Arvistis McKinnie](#)  
**Cc:** [Hamad, Nicholas](#); [Dylan Schwarz](#)  
**Subject:** RE: Submittal  
**Date:** Friday, December 20, 2019 3:59:17 PM

---

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Approved.



**Erick Fitzpatrick, PE** | Associate Principal  
**AHBL, Inc.** | TACOMA • SEATTLE • **SPOKANE** • TRI-CITIES  
509.252.5019 **TEL** | 509.321.9389 **DIRECT** | [efitzpatrick@ahbl.com](mailto:efitzpatrick@ahbl.com) **EMAIL** | Send us a [file](#).

**From:** Arvistis McKinnie [<mailto:ditchesunlimited@gmail.com>]  
**Sent:** Thursday, December 19, 2019 12:00 PM  
**To:** Erick Fitzpatrick  
**Cc:** Hamad, Nicholas  
**Subject:** Submittal

Please see attached

Thank you

Laura Ward  
Executive Assistant/Office Manager  
Ditches Unlimited Inc.  
208-666-1650

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Ditches Unlimited Inc.

18089 S Watson Rd  
Coeur d Alene  
ID 83814  
208-666-1650

# Estimate

Date	Estimate #
10/22/2019	201

Name / Address
City of Spokane Parks and Rec Nick Hamad 808 Spokane Falls Blvd 5th Floor Spokane WA 99201

P.O. No.	Other
OPR-2019-0925	1016041

Description	Qty	Cost	Total
~~~~~ CHANGE ORDER ~~~~~ November 21, 2019 > Added 30 Labor. (+\$15,953.40) Total change to estimate +\$15,953.40 ~~~~~			
~~~~~ CHANGE ORDER ~~~~~ November 25, 2019 > Changed description of Labor. (+\$0.00) > Added 1 Labor. (+\$5,100.00) > Added 1 Labor. (+\$4,300.00) Total change to estimate +\$9,400.00 ~~~~~			
Change Order #3 35' of 8x24lb. I-Beam I-Beam cuts (6 cuts for length) 14 holes for pipe clamps Pipe clamps and misc. fittings Labor to install TAX EXCLUDED ~~~~~ CHANGE ORDER ~~~~~ December 31, 2019 > Added 35 Materials. (+\$1,108.45) > Added 6 Labor. (+\$76.86) > Added 14 Labor. (+\$448.56) > Added 1 Materials. (+\$1,325.31) > Added 1 Labor. (+\$1,880.00) Total change to estimate +\$4,839.18 ~~~~~	35 6 14 1 1	31.67 12.81 32.04 1,325.31 1,880.00	1,108.45 76.86 448.56 1,325.31 1,880.00
<b>Total</b>			\$302,064.91

ADD THIS SCOPE

Customer Signature \_\_\_\_\_

**From:** [Arvistis McKinnie](#)  
**To:** [Hamad, Nicholas](#)  
**Subject:** Re: Change Order #3  
**Date:** Tuesday, January 07, 2020 8:17:38 AM

---

**[CAUTION - EXTERNAL EMAIL - Verify Sender]**

Good morning Nick, we already have 5 cinder blocks at our yard so there wasn't a cost for materials. The time it would take for a laborer to place the blocks in the pond would've been under 10 minutes. This was considered incidental to the project and no monies were allotted. The labor involved in hauling, cutting to length, drilling the required holes for which to attach the struts for which to attach the pipe clamps is substantial. The I-beam sections will be too heavy to handle and will require mechanical methods for cutting, drilling, loading, unloading and placement in the pond.

**Arvistis McKinnie**

*President/CEO*

*Ditches Unlimited Inc.*

208-666-1650

[www.ditchesunlimited.com](http://www.ditchesunlimited.com)

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On Mon, Jan 6, 2020 at 4:26 PM Hamad, Nicholas <[nhamad@spokanecity.org](mailto:nhamad@spokanecity.org)> wrote:

Hi Laura,

I am in the process of writing up another change for this work, but don't see a credit for the pipe anchoring/labor as required in the bid documents. Could you please revise Change Order 3 to provide that information? Once I have it, I'll turn around the change order.

-nick

---

**From:** Arvistis McKinnie <[ditchesunlimited@gmail.com](mailto:ditchesunlimited@gmail.com)>  
**Sent:** Tuesday, December 31, 2019 10:13 AM



**To:** Hamad, Nicholas <[nhamad@spokanecity.org](mailto:nhamad@spokanecity.org)>

**Subject:** Change Order #3

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Please see change order 3 attached

Thank you

Laura Ward

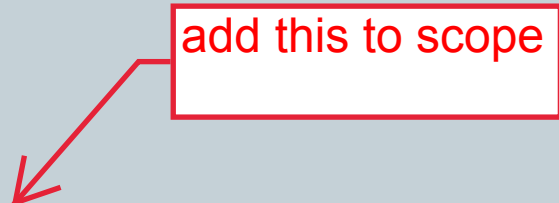
Executive Assistant/Office Manager

Ditches Unlimited Inc.

208-666-1650

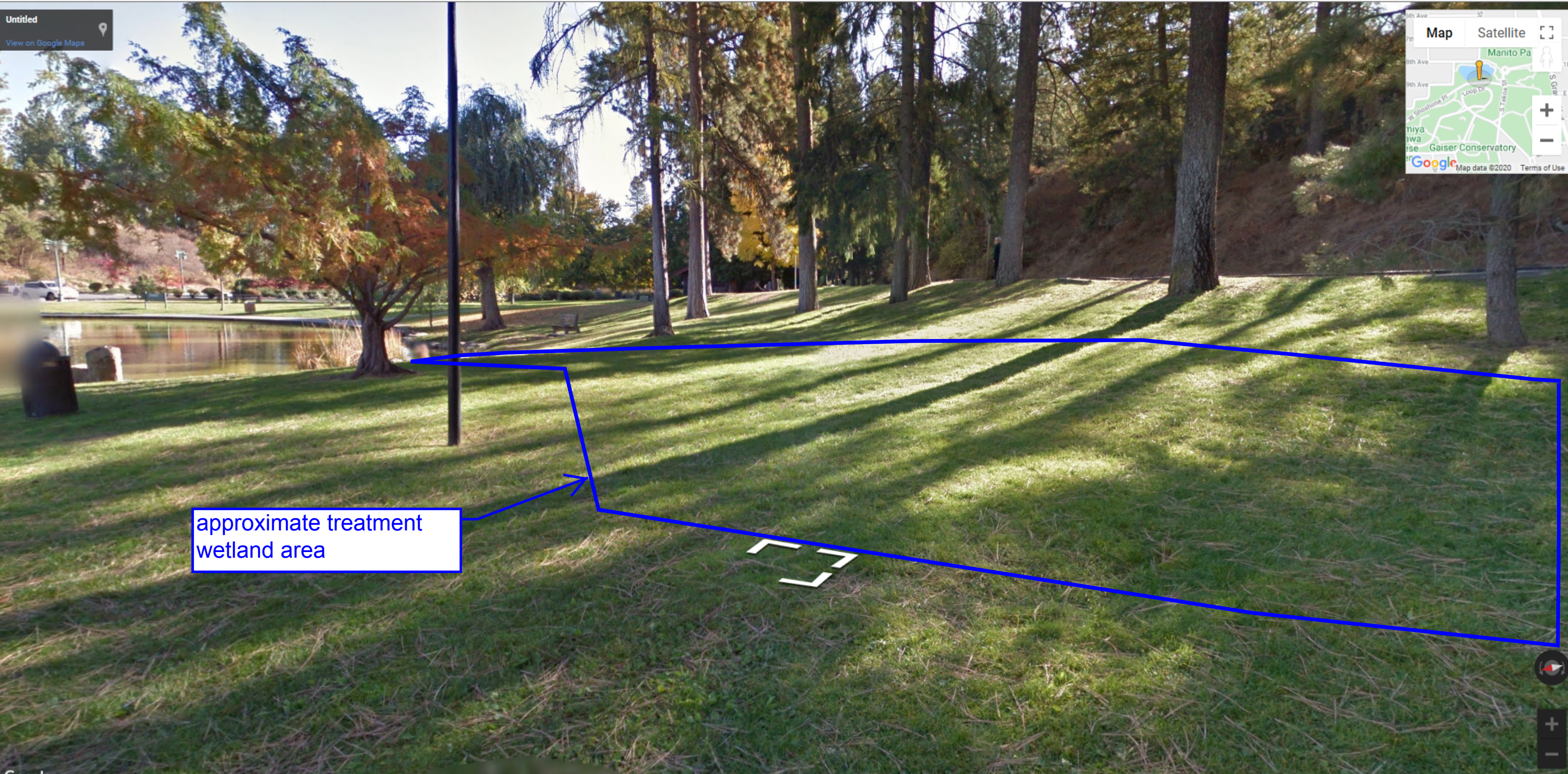
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# Pond Restoration Recommendations

- Remove 'muck' to remove phosphorous - complete
  - Deepen pond - complete
    - greater volume & inhibit growth
    - allow for future sediment
    - increase aesthetic
  - Install pumping system - contracted, in progress
    - recirculate water
    - future connection to irrigation
    - future water treatment
  - Create treatment wetland - incomplete
    - phosphorous uptake
  - Regrade slope south of pond - incomplete, not planned
- 







approximate treatment  
wetland area



THESE NEXT FOUR (4) PAGES MUST BE COMPLETED AND UPLOADED INTO THE CITY OF SPOKANE'S ELECTRONIC BIDDING SYSTEM AND INFORMATION MUST BE SUBMITTED ONLINE PER INSTRUCTIONS TO BIDDERS PARAGRAPH #16.

### BID PROPOSAL

To: Honorable Mayor  
Members of the City Council  
City of Spokane, Washington

**PROJECT:** MANITO PARK MIRROR POND REHABILITATION PROJECT

#### BIDDER'S DECLARATION.

The undersigned bidder certifies that it has examined the site, read and understands the specifications for the above project, and agrees to comply with all applicable federal, state and local laws and regulations. The bidder is advised that by signature of this bid proposal it has acknowledged all bid requirements and signed all certificates contained herein.

#### BID OFFER.

The price(s) listed in this bid proposal is tendered as an offer to furnish all labor, materials, equipment and supervision required to complete the proposed project in strict accordance with the contract documents. The bidder proposes to do the project at the following price:

**BASE BID** (pond excavation & associated construction):

\$ 219,046.74

TRENCHING SYSTEM: \$: 10,000.00

(when a trench excavation will exceed a depth of four feet)

SALES TAX (8.9%) \$: 20,385.16

**TOTAL BASE BID PRICE:** \$: 249,431.90

ALTERNATE 1: Additional Pond Excavation 1 \$: 15,000.00  
(no tax included)

ALTERNATE 2: Additional Pond Excavation 2 \$: 30,000.00  
(no tax included)

ALTERNATE 3: Construct Treatment Pond  
(no tax included) \$: 100,000.00

ALTERNATE 4: Construct Waterfall  
(no tax included) \$: 40,000.00

ADD THIS SCOPE

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Land		
<b>Committee meeting date</b>	Feb. 5, 2020		
<b>Requester</b>	Al Vorderbrueggen		<b>Phone number:</b> 363-5464
<b>Type of agenda item</b>	<input type="radio"/> Consent <input checked="" type="radio"/> Discussion <input type="radio"/> Information <input type="radio"/> Action		
<b>Type of contract/agreement</b>	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
<b>City Clerks file</b> (OPR or policy #)			
<b>Item title:</b> (Use exact language noted on the agenda)	Shadle and Liberty Library Projects Update		
<b>Begin/end dates</b>	Begins:	Ends:	<input checked="" type="checkbox"/> Open ended
<b>Background/history:</b> Library staff will update the board on progress of the design and construction of the libraries at Shadle Park and Liberty Park.			
<b>Motion wording:</b> No action is required at this time			
<b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
<b>Distribution:</b> Parks – Accounting Parks – Pamela Clarke Requester: Al Vorderbrueggen Grant Management Department/Name: _____			
<b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____			
<b>Vendor:</b> <input type="radio"/> Existing vendor <input checked="" type="radio"/> New vendor <b>Supporting documents:</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)  <input type="checkbox"/> Contractor is on the City's A&amp;E Roster - City of Spokane  <input type="checkbox"/> UBI: _____ Business license expiration date: _____         </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)  <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)  <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)         </div> </div>			



# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Land Committee		
<b>Committee meeting date</b>	Feb 5, 2020		
<b>Requester</b>	Nick Hamad	<b>Phone number:</b> 509.363.5452	
<b>Type of agenda item</b>	<input type="radio"/> Consent <input checked="" type="radio"/> Discussion <input type="radio"/> Information <input type="radio"/> Action		
<b>Type of contract/agreement</b>	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
<b>City Clerks file</b> (OPR or policy #)			
<b>Item title:</b> (Use exact language noted on the agenda)	Discuss Easement Across Park Property for Adjacent Private Development / High Bridge.		
<b>Begin/end dates</b>	Begins: February 13, 2020    Ends: February 13, 2020 <input type="checkbox"/> Open ended		
<b>Background/history:</b> A private property owner has approached park staff to request utility and access easements across park property in Peaceful Valley. Discuss board willingness to grant easements on park property and discuss next coordination steps.  Items to Discuss: Utility Easement Access Easement Improvements on park property First Right of Refusal for Future Purchase			
<b>Motion wording:</b> n/a			
<b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: Tim Kestell    Email address:    Phone:			
<b>Distribution:</b> Parks – Accounting Parks – Pamela Clarke Requester: Nick Hamad Grant Management Department/Name:			
<b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount:    Budget code:			
<b>Vendor:</b> <input type="radio"/> Existing vendor <input checked="" type="radio"/> New vendor <b>Supporting documents:</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)  <input type="checkbox"/> Contractor is on the City's A&amp;E Roster - City of Spokane  <input type="checkbox"/> UBI:    Business license expiration date:         </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)  <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)  <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)         </div> </div>			

## **LETTER OF INTENT**

February 5, 2020

City of Spokane Parks & Recreation Department  
(sent via email to not delay)

RE: ENTRYWAY TO PEACEFUL VALLEY | ACCESS AND UTILITY AGREEMENT

To whom it concerns:

The following provides background to a potential agreement regarding city owned property, and privately held property, that has potential to improve the look, function, and safety of the western entrance to Spokane's iconic Peaceful Valley neighborhood. Therefore, please consider the following:

1. Background:

I am the owner of 10 lots near the west entrance to Peaceful Valley. I purchased this property as an investment in 1999 and was told by the City of Spokane building department I had 10 buildable lots. In March of 2018 I put my property on the market with the intent to sell all 10 lots together. I had a lot of interest both from individuals and Developers, but the same issue kept coming up and that was how to get water, sewer and access to each lot. After several meetings and emails with both City Planning and the Parks and Recreation Department I am seeking an easement that would affect parcel #: 25133.2012.

2. Proposal:

I propose, in turn for Parks and Rec allowing water and sewer to run under this parcel as well as access over it, this land would be maintained as open space for the public. The maintenance would include, but not be limited to, care and grooming and a bench to rest on. With direction and/or permission from the Parks Department I would be happy to clear out any unwanted or noxious brush, shrubs and weeds and plant indigenous species to provide a clear, clean, well planned area to rest.

3. Potential Public Benefit(s):

If the Parks & Rec Department would be interested this might be a good spot for them to install a water fountain and air pump station for bicyclists or even a bike repair station.

Thank you for considering this proposal. While this idea is basic the result would have a positive impact for those that visit Peaceful Valley and users of the Centennial Trail. This parcel would now stand out in a good way, creating a great spot to take in the beauty of our River.

Sincerely,

*Lori Troyer*

Lori Troyer  
Property Owner