



TO: Mayor and Town Council

FROM: Kelly Barnhardt,
Director, Parks & Recreation

DATE: October 8, 2013

SUBJECT: Crooked Creek Park Grant

As discussed at the last two Council meetings, the Town will be submitting a PARTF grant application for state funding for the next phase of Crooked Creek Park. A community can apply for up to \$500,000 in grant funding, which would need to be matched by the Town. Our current project should be able to be counted as match funding.

Woolpert NC PLLC has submitted a proposal for \$6,150.00 to assist the town in developing a strong grant application. The Town needs their assistance with technical areas of the grant development, such as GIS services, cost of project, and writing grant. The Town will also be able to use this information to apply for Thread Trail grants.

The Town will submit an amendment to the current Crooked Creek Park phase to include a Dog Park, additional walking/biking trails, disc golf course, trail head for Thread Trail, and a spray ground.

Recommendation: Staff recommendation is to approve the Woolpert professional services agreement addendum #3.

revised

Professional Service Agreement Addendum # 3 between Woolpert North Carolina, PLLC and Town of Indian Trail, North Carolina

Section 1. General

THIS ADDENDUM, made and entered into this ____ day of _____, 2013, by and between Woolpert North Carolina, PLLC, whose address is 8731 Red Oak Boulevard, Suite 101, Charlotte, NC 28217-3975 (hereinafter referred to as "Woolpert") and the "Client" identified herein, provides for Additional Services under the Professional Service Agreement dated May 26, 2013, such Additional Services described under Section 2 of this Addendum.

- Client: Town of Indian Trail, NC
- Project Number: #072537
- Project Title: Community Park Improvements Design, or the "Project"
- Addendum Title: Task Order No. 3- NC PARTF Grant Application Assistance

Section 2. General Description of Additional Professional Services

Additional Services to be provided by Woolpert are identified below and, if attached, are more fully described in Attachment A to this Addendum, which is incorporated by this reference:

- Assist the Town with the PARTF application process for submittal to the State for the 2014 grant application

Section 3. Compensation to Be Paid to Woolpert

Compensation to be paid to Woolpert for providing the requested Additional Services shall be as follows:

- In accordance with Attachment A to this Addendum, which is incorporated by this reference

Section 4. Schedule for Additional Services

- In accordance with Attachment A to this Addendum, which is incorporated by this reference

Woolpert will commence Additional Services upon receipt of a fully executed copy of this Addendum.

Section 5. Terms and Conditions

In accordance to the revised terms and conditions per Addendum no. 2 of this contract.

IN WITNESS WHEREOF, this Addendum, which is subject to the terms and conditions of Sections 1 through 4, Attachment(s), and the aforementioned Agreement, is accepted as of the date first written above.

Town of Indian Trail, NC

Woolpert North Carolina, PLLC

Signed: _____
Typed Name: Joseph A. Fivas
Title: Town Administrator
Date: _____
Address: 100 Navajo Trail
Indian Trail, NC 28079

Signed: _____
Typed Name: Kenneth L. Bullock, RLA, ASLA
Title: Vice President
Date: _____
Address: 8731 Red Oak Blvd. Suite 101
Charlotte, NC 28217

ATTACHMENT A: SCOPE OF SERVICES

Woolpert Contact

Andrew R. Pack, RLA, ASLA
Project Director, Park Planner
Direct Line (704) 526-3102

Stephen Lord, RLA, ASLA
Landscape Architect
Direct Line (704) 526.3076

Services to Include:

General

The following scope of services includes the Woolpert team assisting with the 2013- 2014 North Carolina Parks and Recreation Trust Fund (PARTF) application process for submittal in January 31, 2014. Woolpert will utilize the existing master plan for use and editing for the master plan for grant purposes.

The following is a summary of scope of services to be provided by Woolpert for this process:

- Park Master Plan
 - Including all components outlined in the PARTF grant application (Checklist/ scoring card review, project justification, project costs, site plans and illustrations)
- Environmental Review
 - Including all components outlined in the PARTF grant application (Site description, Past/Current Property Use, Wetlands, Floodplains, Tree and wildlife species, Archaeological or historical sites, Existing Structures, Utilities, Site Clearing, New Facilities, Permits)

Town to prepare all/ any legal review / certifications, proof of site control, board action requests, board meeting minutes, public meeting notices, facilitate the public meetings, comply, document public process and comments, assist with compiling basic facts, funding source and all background information for previous planning documents and project justification. In addition, assist with review, editing, etc of the grant application and scorecard system.

Woolpert will also assist with any coordination, meetings with RRS consultant Vonda Martin. The final submittal application for the PARTF grant is to be submitted by the Town.

A schedule will be developed for meetings, board action, draft reviews, and final submittals by Woolpert and discuss at the startup meeting. It is anticipated that 2 in-person meetings be scheduled for coordination and review.

Lump Sum Summary

Design Services/ Fees:

- PARTF Grant Application / Public Meetings, PM, QA/QC \$ 3,500.00
- Environmental Review (sub consultant) \$ 2,500.00
- Reimbursable Expenses \$ 150.00
- Printing (misc. plans/ specs/ reports, etc.)*..... \$ 100.00
- Travel Mileage* \$ 50.00

Total..... \$ 6,150 .00