

**AGREEMENT
FOR
Consulting Services**

THIS AGREEMENT is made and entered into as of the date of execution by both parties, by and between Sarasota County, a political subdivision of the State of Florida, hereinafter referred to as the "County" and Toole Design Group, LLC, a Maryland limited liability corporation authorized to do business in the State of Florida, hereinafter referred to as "Consultant".

WITNESSETH

WHEREAS the County intends to undertake the Project described as "Parks, Preserves and Recreation Master Plan", and employ the Consultant in connection with this Project; and,

WHEREAS, the County issued Parks, Preserves and Recreation Master Plan, Request for Proposal #142848KR on July 21, 2014; and,

WHEREAS, the County evaluated the proposals received and found the Consultant qualified to perform the necessary consulting services; and,

WHEREAS, the Consultant has reviewed the consulting services required pursuant to the Agreement and is qualified, willing and able to provide and perform all such services in accordance with its terms; and

NOW, THEREFORE, the County and the Consultant, in consideration of the mutual covenants contained herein, do agree as follows:

I. CONSULTANT'S SERVICES

The Consultant agrees to diligently provide all services related to Parks, Preserves and Recreation Master Plan and to perform the required services in accordance with the Scope of Services, attached as Exhibit A, and Project Schedule, attached as Exhibit B, both incorporated herein.

II. TERM

- A. The Agreement shall commence immediately upon execution by both the County and the Consultant and shall continue through the duration of the Project. Notwithstanding the preceding sentence, the Consultant shall perform no work under this Agreement until receipt of a Purchase Order issued by the County.

III. COMPENSATION AND PAYMENT OF CONSULTANT'S SERVICE

- A. The County shall pay the Consultant for the services rendered hereunder and completed in accordance with the terms and conditions of this

Agreement an amount not to exceed Two Hundred Ninety Nine Thousand Eight Hundred Dollars and No Cents (\$299,800.00), inclusive of costs necessary to provide all services as outlined in this Agreement.

- B. Consultant acknowledges and agrees that no minimum amount of work is guaranteed under this Agreement and County may elect to issue no Purchase Orders.
- C. The County's performance and obligation to pay under this Agreement is contingent upon an appropriation by the Board of County Commissioners. The County shall promptly notify the Consultant if the necessary appropriation is not made.

IV. ADDITIONAL SERVICES

- A. No changes to this Agreement or the performance contemplated hereunder shall be made unless the same are in writing and signed by both the Consultant and the County.
- B. If, upon written instruction by the County's Administrative Agent and written agreement by the Consultant, the Consultant shall perform additional services, and if such services are not required as a result of error, omission or negligence of Consultant, then in such event the Consultant shall be entitled to additional compensation. The additional compensation shall be agreed upon before commencement of any additional services or changes and shall be incorporated into this Agreement by written amendment. Any additional service or work performed before a written Amendment to this Agreement shall not be compensated by the County.

V. METHOD OF PAYMENT

- A. The County shall pay the Consultant through payment issued by the Clerk of the Circuit Court in accordance with the Local Government Prompt Payment Act, §218.70, F.S., et seq., upon receipt of the Consultant's invoice and written approval of same by the County's Administrative Agent indicating that services have been rendered in conformity with this Agreement.
- B. The Consultant shall submit an invoice for payment to the County on a monthly basis for those specific services provided pursuant to Exhibit C, Fee Schedule, attached hereto and incorporated herein.
- C. For those specific services that were partially completed, progress payments shall be paid monthly in proportion to the percentage of completed work on those specific service activities as approved in writing by the County's Administrative Agent.

- D. The Consultant's invoices shall be in a form satisfactory to the Clerk of the Circuit Court, who shall initiate disbursements. The Consultant is responsible for providing all necessary documentation that may be required by the County.

VI. LIABILITY OF CONSULTANT

- A. The Consultant shall save, defend, indemnify and hold harmless the County from and against any and all claims, actions, damages, fees, fines, penalties, defense costs, suits or liabilities which may arise out of any act, neglect, error, omission or default of the Consultant arising out of or in any way connected with the Consultant or subcontractor's performance or failure to perform under the terms of this Agreement.
- B. This section of the Agreement will survive the expiration or termination of the Agreement.

VII. CONSULTANT'S INSURANCE

Before performing any work pursuant to this Agreement, Consultant shall procure and maintain, during the life of this Agreement unless otherwise specified, insurance as specified in Exhibit D, Insurance Requirements, attached hereto and made a part of this Agreement.

VIII. RESPONSIBILITIES OF THE CONSULTANT

- A. Consultant acknowledges that it is familiar with the requirements of Exhibit A, Scope of Services, and that it will perform the services as required.
- B. The Consultant shall be responsible for the professional quality, technical accuracy, and the coordination of all reports, designs, specifications, other documents and data used or produced by or at the behest of the Consultant under this Agreement. The Consultant shall, without additional compensation, correct or revise any errors or deficiencies in its reports, designs, specifications, other documents and data.
- C. If the Consultant is comprised of more than one legal entity, each entity shall be jointly and severally liable hereunder.
- D. The Consultant warrants that he has not employed or retained any company or person (other than a bona fide employee working solely for the Consultant), to solicit or secure this Agreement and that he has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Consultant; any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award of this Agreement.

- E. The Consultant agrees that it and its employees shall communicate with County employees and members of the public in a civil manner. All aspects of a Consultant's performance, including complaints received from County employees or members of the public, may impact the County's decision to renew or terminate the contract in accordance with the provisions contained herein. The County further reserves the right to suspend or debar the Consultant from consideration for award of future contracts in accordance with the Sarasota County Procurement Code if the Consultant does not abide by the terms of this section VIII.E.
- F. The Consultant covenants and agrees that it and its employees shall be bound by the Standards of Conduct of §112.313, F.S., as it relates to work performed under this Agreement. The Consultant agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the work performed.
- G. In accordance with §287.133, F.S., a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit an offer on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.017, F.S., for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.
- H. The Consultant shall comply with all federal, state, and local laws, regulations and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement.
- I. The Consultant shall maintain books, records, documents, and other evidence directly pertaining to or connected with the services under this Agreement which shall be available and accessible at the Consultant's offices for the purpose of inspection, audit, and copying during normal business hours by the County, or any of its authorized representatives. Such records shall be retained for a minimum of three (3) years after completion of the services.
- J. The Consultant shall notify the County's Administrative Agent at least one (1) day in advance of any meeting between the Consultant and any stakeholder, including, but not limited to, County Commissioners, regulatory agencies or private citizens.

- K. Neither the County's review, approval or acceptance of, nor payment for, the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

IX. OWNERSHIP AND USE OF WORK PRODUCTS

- A. It is understood and agreed that the work products, including reports, designs, specifications, other documents and data developed by the Consultant in connection with its services shall be delivered to, and shall become the property of the County as they are received by the County. The Consultant hereby assigns all its copyright and other proprietary interests in the products of this Agreement to the County. Specific written authority is required from the County's Administrative Agent for the Consultant to use any of the work products of this Agreement on any non-County project.
- B. Notwithstanding the above, any reuse of the work products by the County on other projects will be at the risk of the County.
- C. The County records all land related changes and/or activities in its corporate ESRI ArcGIS 9.x based Geographic Information System (GIS). Therefore, all GIS or Computer Aided Drafting (CAD) formatted data created or modified in support of the Project will be provided to the County as a Project deliverable for inclusion into the County's GIS, at no additional cost. GIS data files submitted in support of the Project must adhere to County GIS Standards, and CAD drawings submitted must adhere to County CAD standards.
- D. Computer systems and databases used for providing the documents necessary to this Agreement shall be compatible with existing County systems. The County operates on a Cisco/Nortel hybrid optical network behind a CheckPoint firewall. County PCs run Microsoft Windows XP and Windows-compatible software. The County's wireless network is Cisco-based. Additional details regarding County technology and systems may be obtained by contacting Enterprise Information Technology.

X. TIMELY PERFORMANCE OF CONSULTANT'S PERSONNEL

- A. The timely performance and completion of the required services is vitally important to the interest of the County.
- B. The personnel assigned by the Consultant to perform the services of this Agreement shall comply with the information presented in the solicitation. The Consultant shall ensure that all key personnel, support personnel, and other agents are fully qualified and capable to perform their assigned

tasks. Any change or substitution to the Consultant's key personnel must receive the County's Administrative Agent's written approval before said changes or substitution can become effective.

- C. Time is of the essence in the performance of this Agreement. The Consultant specifically agrees that all work performed under the terms and conditions of this Agreement shall be completed within the time limits as set forth in this Agreement, subject only to delays caused by force majeure, or as otherwise defined herein. "Force majeure" shall be deemed to be any cause affecting the performance of this Agreement arising from or attributable to acts, events, omissions or accidents beyond the reasonable control of the parties.

XI. OBLIGATIONS OF COUNTY

- A. The County's Administrative Agent is designated to do all things necessary to properly administer the terms and conditions of this Agreement, including, but not limited to:
 - 1. Review of all Consultant payment requests for approval or rejection.
 - 2. Periodic reviews of the work of the Consultant as necessary for the completion of the Consultant's services during the period of this Agreement.
- B. The County shall not provide any services to the Consultant in connection with any claim brought on behalf of or against the Consultant.

XII. TERMINATION

- A. The County shall have the right at any time upon thirty (30) calendar day's written notice to the Consultant to terminate the services of the Consultant. The County shall pay to the Consultant and the Consultant shall accept as full payment for its services, a sum of money equal to the work completed in any commenced but incomplete services.
- B. Any failure of the Consultant to satisfy the requirements of this Agreement, as documented by the Administrative Agent, shall be considered a default of the Agreement and sufficient reason for termination. The Consultant shall be notified in writing by the County and shall have an opportunity to cure such default, or if acceptable to the Administrative Agent, to propose a plan for curing such default, within one (1) working day after notification.
- C. In the event that the Consultant has abandoned performance under this Agreement, then the County may terminate this Agreement upon three (3) calendar days' written notice to the Consultant indicating its intention

to do so. Payment for work performed prior to the Consultant's abandonment shall be as stated above.

- D. The Consultant shall have the right to terminate services only in the event of the County failing to pay the Consultant's properly documented and submitted invoice within ninety (90) calendar days of the approval by the County's Administrative Agent, or if the Project is suspended by the County for a period greater than ninety (90) calendar days.
- E. The County reserves the right to terminate and cancel this Agreement in the event the Consultant shall be placed in either voluntary or involuntary bankruptcy or an assignment be made for the benefit of creditors.

XIII. STOP WORK ORDER

The County's Administrative Agent, may at any time, by written order to the Consultant, require the Consultant to stop all or any part of the work called for by this Agreement. Any order shall be identified specifically as a stop work order issued pursuant to this clause. This order shall be in effect for a specified period after the order is delivered to the Consultant. Upon receipt of such an order, the Consultant shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. The Consultant shall not resume work unless specifically so directed in writing by the County. Before the stop work order expires unless it is extended, the Administrative Agent may take one of the following actions:

1. Cancel the stop work order; or
2. Terminate the work covered by the order; or
3. Terminate the Agreement in accordance with provisions contained in Section XII. A.

In the event the County determines to not direct the Consultant to resume work, the stop work order may be converted into a notice of termination for convenience pursuant to Section XII.A. The notice period for such termination shall be deemed to commence on the date of issuance of the stop work order.

XIV. DISPUTE RESOLUTION

- A. In the event of a dispute or claim arising out of this Agreement, the parties agree first to try in good faith to settle the dispute by direct discussion. If this is unsuccessful, either party may request mediation. In such event, the parties will proceed to mediation which shall be

conducted in Sarasota County, Florida, using a mutually acceptable mediator and share equally in the cost.

- B. In the event a dispute is not resolved as set forth above, the parties may proceed to litigation as set forth below.
- C. The venue for any legal or judicial proceedings in connection with the enforcement or interpretation of this Agreement shall be in the Twelfth Judicial Circuit in and for Sarasota County, Florida, which shall have subject matter jurisdiction and personal jurisdiction over each of the parties to the Agreement.
- D. The parties agree to waive all rights to trial by jury for any litigation undertaken concerning this Agreement.
- E. This Agreement and the rights and obligations of the parties shall be governed by the laws of the State of Florida without regard to its conflict of laws principles.
- F. Unless otherwise agreed in writing, the Consultant shall be required to continue its services and all other obligations under this Agreement during the pendency of claim or dispute including, but not limited to, actual period of mediation or judicial proceedings.

XV. MISCELLANEOUS

- A. This Agreement constitutes the sole and complete understanding between the parties and supersedes all agreements between them, whether oral or written with respect to the subject matter. No Amendment, change or addendum to this Agreement is enforceable unless agreed to in writing by both parties and incorporated into this Agreement.
- B. Time is of the essence with regard to each and every aspect of the Consultant's performance under this Agreement.
- C. The language of this Agreement shall be construed, in all cases, according to its fair meaning and not for or against any party hereto.
- D. The parties hereto do not intend nor shall this Agreement be construed to grant any rights, privileges or interest to any third party.
- E. The rights and remedies of the County provided for under this Agreement are in addition to any other rights and remedies provided by law.
- F. The Consultant shall not assign any interest in this Agreement and shall not transfer any interest in same (whether by assignment or novation) without the prior written consent of the County, except that claims for the

money due or to become due the Consultant from the County under this Agreement may be assigned to a financial institution or to a trustee in bankruptcy without such approval from the County. Notice of any such transfer or assignment due to bankruptcy shall be promptly given to the County.

- G. The exercise by either party of any rights or remedies provided herein shall not constitute a waiver of any other rights or remedies available under this Agreement or any applicable law. If any term, condition, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this Agreement shall be valid and binding on each party.
- H. The parties covenant and agree that each is duly authorized to enter into and perform this Agreement and those executing this Agreement have all requisite power and authority to bind the parties.
- I. Any notices, invoices, reports, or any other type of documentation required by this Agreement shall be sufficient if sent by the parties via United States mail, postage paid, to the addresses listed below:

Consultant's Representative:

Name: R.J. Eldridge
Title: Vice President
Address: 8484 Georgia Ave
Sulte 800
Silver Spring, MD
20910
Telephone: 301-927-1900x107
Facsimile: 301-927-2800
E-mail: reldridge@tooledesign.com

County's Administrative Agent:

Name: Carolyn Brown
Title: Operational Manager
Address: 1660 Ringling Blvd
5th Floor
Sarasota, Fl 34236
Telephone: 941-861-5483
Facsimile: 941-861-5204
E-Mail: cnbrown@scgov.net

- J. Any change in administrative agents will require prompt notification by the party making the change.
- K. Paragraph headings are for the convenience of the parties and for reference purposes only and shall be given no legal effect.
- L. The solicitation and all attachments and addenda thereto are hereby incorporated in the Agreement by reference.
- M. In the event of conflicts or inconsistencies, the documents shall be given precedence in the following order:

1. Agreement
2. Request for Proposal
3. County's Purchase Order

[The remainder of this page left blank intentionally]

IN WITNESS WHEREOF, the parties have executed the Agreement as of the date last below written.

WITNESS:
Print Name: Dana Kennatt
Signed By: [Signature]
Date: 02-04-2015

Toole Design Group, LLC.
Print Name: RJ ADRIDGE
Signed By: [Signature]
Title: Vice President
Date: 2/4/15

SARASOTA COUNTY

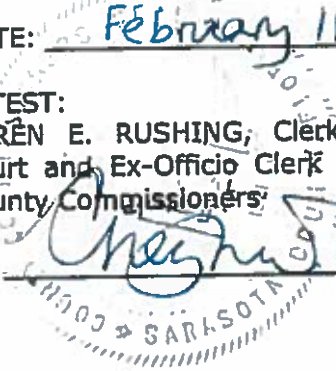
BOARD OF COUNTY COMMISSIONERS
OF SARASOTA COUNTY, FLORIDA

BY: [Signature]
CHAIRMAN

DATE: February 11, 2015

ATTEST:
KAREN E. RUSHING, Clerk of the Circuit
Court and Ex-Officio Clerk of the Board of
County Commissioners

BY: [Signature]



Approved as to form and correctness:

BY: [Signature]
County ATTORNEY *TRW*

EXHIBIT "A"

SCOPE OF SERVICES

SARASOTA COUNTY PARKS, PRESERVES AND RECREATION MASTER PLAN PRELIMINARY SCOPE OF SERVICES

PROJECT

The consultant will collect and analyze data to develop goals, objectives and policies, facility standards and a long range plan for parks and preserves. Additionally, the consultant will provide management recommendations, comprehensive plan element revisions, phasing options, and financial and funding strategies

PROJECT OBJECTIVES

Sarasota County (the County) desires for Toole Design Group Team (Consultant) to prepare a County-wide Parks, Preserves, and Recreation Master Plan (PPRMP). The Plan will include unincorporated as well as incorporated areas. Separate plans will not be prepared for each municipality under this agreement.

The County wishes to accomplish the following objectives through the PPRMP process:

1. Identify and prioritize residents' needs, including a statistically valid mail/telephone survey.
2. Review, analyze, and make recommendations regarding the County's parks, preserves, and recreation level-of-service (LOS) to determine if it is sufficient; benchmark against other comparable communities.
3. Identify gaps and opportunities for both indoor and outdoor park and recreation facilities; and provide recommended solutions, including recommended alternatives and estimated costs.
4. Identify gaps and opportunities for major bicycle and pedestrian connections, potential benefits, recommended solutions, including recommended alternatives and estimated costs.
5. Identify the recommended type and location of new athletic fields and complexes to meet the public needs for the next 5, 10 and 20 year time frames. The recommendations will include types of sports and the level of play (adult, children, youth, etc.); types of amenities (such as lighting, restrooms, concessions, etc.); and estimated costs.
6. Identify potential improvements to the County's existing Environmentally Sensitive Lands Protection Program (ESLPP) and Neighborhood Parklands Program (NPP), including potential sites, passive recreation, amenities, public access, and estimated costs.
7. Identify potential acquisitions for the County's ESLPP and NPP programs and other necessary acquisitions that provide a needed connection to, or meaningful expansion of an existing site.
8. Using best practices, update the classification system found in the comprehensive plan for the County's parks, preserves, and recreation facilities (including school parks).
9. Identify emerging trends in parks, preserves, and recreation facilities and programs in comparable counties or cities (based on size, budget, populations, etc.).
10. Develop alternatives scenarios to meet identified gaps, residents' needs, and emerging trends.
11. Develop a long range for Parks, Preserves, and Recreation Plan including recommended priorities for the next 5, 10, and 20 years; estimated costs; and a financial plan for acquisition, development, and corresponding operational impacts.
12. Review and analyze the County's parks, preserves, and recreation operating budget to determine if it is sufficient to meet current needs; benchmark against other comparable communities.
13. Prepare a sound financial strategy/ plan to implement the long range plan, including ideas for future funding.
14. Recommend revisions to the County's Comprehensive Plan and land development regulations to accommodate park and trail development, trail connectivity, and preserves.
15. Identify potential partnerships to implement the long-range plan.
16. Develop concept plans for three of the County's parks (TBD) including the North County Sports Complex that would be part of the 5-year long-range plan.
17. Review and develop recommendations on County Impact Fees, needed amendments, boundaries, and calculation methodology.

EXHIBIT "A"

SCOPE OF SERVICES

PART 1 - PROJECT ORGANIZATION OVERSIGHT

The Consultant will prepare monthly invoices and progress reports summarizing work performed in the previous month, upcoming tasks, and any issues or opportunities that have developed. In addition, The Consultant will conduct biweekly conference calls with the County's Project Manager, and others as needed, to review current work, project schedule, budget, and general progress. The project is expected to be completed within 16 months. It is important to note that the time frame may occasionally vary based on the availability of Board of County Commissioners or other team members which may influence the overall time frame of project tasks and project schedule.

PART 2 - INVENTORY

NOTE: PART 2 WILL BE INITIATED CONCURRENTLY WITH PART 4 PUBLIC INVOLVEMENT/NEEDS AND DEMAND ASSESSMENT

2.1 DATABASE AND BASE MAP

The County will prepare an accurate Inventory and ArcGIS Base Map to be used for the project, in accordance with a list of required data and map layers provided by the Consultant. A preliminary list includes:

- Future land use
- Topography
- Hydrology
- Roadways
- County and municipal parks
- Preserves
- Athletic fields
- Community centers
- Recreation facilities
- Trails, on-street bike and pedestrian facilities
- Schools
- Employment and entertainment centers
- Historical sites
- Archaeological sites, if available
- Private recreational facilities, if available
- County-owned vacant lands,
- Drainage and utility easements/right-of-ways
- Storm water facilities
- Quasi-public / private facilities and resources (such as golf courses, athletic clubs, camping, sports centers, etc.), if available

The Consultant will review the maps and provide comments to the County. The County will also circulate the maps and inventory to the municipalities for review and comment.

2.2 FINANCIAL STRUCTURE AND AGREEMENTS

The County will provide the Consultant with the County's annual budget, past and current funding sources, County Impact Fees, capital improvements delivery system, staffing structure, and other relevant data needed to conduct an operational analysis. The County will also provide copies of agreements with municipalities, the school board, and other nonprofit organizations.

2.3 LONG-RANGE PLANNING DOCUMENTS

Procurement Contract #1428480100
Template Revised 11/25/2014

EXHIBIT "A"

SCOPE OF SERVICES

The County will provide the Consultant with hard copies or links to relevant long range planning documents. The Consultant will review the documents and prepare a brief summary of goals, objectives, policies, initiatives, standards, and/or projects that may be relevant to the PPRMP.

2.4 PROGRAMS, EVENTS AND OPPORTUNITIES

The County will provide the Consultant with an inventory of the current County and municipal programs and special event, including locations, costs, fees, attendance, revenues, policies, and other relevant data needed to conduct an operational analysis.

2.5 DEMOGRAPHICS

The County will provide the Consultant with an analysis and summary of existing and projected GIS based demographic indicators including:

- Employment
- Income
- Population
- Age
- Race
- Households

COUNTY DELIVERABLES:

- *GIS Database and Base Map*
- *Complete Series of Inventory Maps*
- *Map and Document Existing Conditions and Regional Context*
- *Financial Structure and Agreements*
- *Long-Range Planning Documents*
- *Special/Major/Annual Existing Programs, Events and Opportunities*
- *Summary of Demographics*

CONSULTANT DELIVERABLES:

- *Summary of Long-Range Planning Goals, Objectives, and Policies*

PART 3 - ANALYSIS

3.1 PARK/COMMUNITY CENTER/ PRESERVES SITE VISITS

The Consultant will prepare a draft "Facility Evaluation Form" for the County's review, and will revise it up to two times based on County comments. The Consultant will use the form to evaluate 15-20 prototypical sites (including athletic facilities) and 3-5 community centers, to be selected by the County, over a three day period including at least one weekend day. The Consultant will complete an evaluation form for each park/community center, and record observations through additional notes and photographs. Park users will also be randomly selected for interviews during the site visits. The County will provide a staff person to accompany the team on the visits.

The Consultant will also conduct 3-days of site reviews (at least one of which will be on a weekend) and assess the conditions of facilities, amenities and public access. The Consultant will conduct 2 days of site reviews of preserves and evaluate current opportunities provided from existing uses and document adjacent land uses.

The County may also wish to invite residents and other stakeholders to visit and evaluate County sites. The County will tabulate the evaluation forms provided by residents and provide the Consultant with a summary of the results. For project efficiency purposes, the site visits will be scheduled during the same week as Task 4.4 Interviews, Focus Groups, and Public Meetings.

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Template Revised 11/25/2014

EXHIBIT "A"

SCOPE OF SERVICES

3.2 PARKS AND RECREATION LEVEL OF SERVICE (LOS)

The Consultant will conduct a LOS analysis for parkland acreage, facilities, programs, and access, and make recommendations using the following techniques:

- **Acreage:** comparison to Sarasota County Comprehensive Plan, Florida SCORP benchmark data, PRORAGIS benchmark data, and up to five comparable counties identified by the County
- **Facilities:** comparison to Florida SCORP benchmark data, PRORAGIS benchmark data, and up to five comparable counties identified by the County
- **Access:** GIS-based gap analysis for up to ten facility types including ballfields (baseball, softball, football, soccer, lacrosse, etc.) and indoor recreation centers based on the base maps created by the County
- **Programs:** GIS-based spatial analysis for up to ten programs or special events based on the base maps created by the County
- **Quality:** GIS Mapping of findings from the site visits and evaluations (Task 3.1) based on the base maps created by the County.

3.3 OPERATIONS AND PROGRAMS

The Consultant will conduct a financial analysis of parks, preserves, athletic facilities, community centers and recreation operations including revenue and operating expenditures. Findings will be benchmarked against up to five comparable counties identified by the County.

- Review and analyze operations structure and staffing plans for parks, preserves and athletic facilities.
- Analyze existing operations budgets and revenues for recreation, parks, athletic facilities, community centers and preserves.
- Note deficiencies or inconsistencies with existing budget standards in parks and recreation.
- Complete an analysis with the other benchmark communities and industry best practices.

Athletic Field Demand Analysis

The Consultant will analyze the current use and demand for athletic fields in the County including on-going local sports leagues and organizations as well as large regional and national tournaments and events

- Review inventory of County as well as other public athletic fields
- Complete a capacity analysis (based on use information provided by the County)
- Review the field allocations and assignment process to groups and organizations
- Review field sports trends
- Determine the needs and demands for additional fields
 - Diamond and rectangular
 - Youth sports leagues and programs
 - Adult sports leagues and programs
 - Tournaments, events, and sports tourism opportunities
- Determine the number of recommended additional fields that are required to meet present and future demands.

3.4 BICYCLE AND PEDESTRIAN CONNECTIVITY

The Consultant will review existing bicycle, pedestrian, and transit connectivity to and between parks, preserves, and recreation facilities and programs based on the recently completed Bicycle and Pedestrian Plan for the County.

3.5 TRENDS

The Consultant will research current and projected trends regarding the use and management of public parks, preserves, athletic facilities, recreation facilities, resource-based recreation, programs, and operations.

3.6 LAND DEVELOPMENT REGULATIONS

The Consultant will conduct a conference call with Parks, Recreation and Natural Resources staff to discuss previous issues and challenges staff have encountered with the development review and permitting processes

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EXHIBIT "A"

SCOPE OF SERVICES

associated with parks construction. Based upon the issues identified, the Consultant will review and evaluate applicable land development regulations to identify possible revisions to the land development regulations to address these issues. The Consultant will prepare a memo outlining the possible revisions to the County's regulations; and will facilitate one (1) on-site meeting between the Parks, Recreation and Natural Resources Department Staff and the Planning and Development Services staff to discuss these revisions and identify any additional mechanisms to facilitate the development of parks facilities based on best practices.

3.7 INTERIM DRAFT – ANALYSIS SUMMARY

The Consultant will prepare a draft summary of the findings from Tasks 3.1 – 3.8 above, and submit a copy to the County for review and comment.

DELIVERABLES:

- *Site evaluation summary, including evaluation forms, photographs, interviews and notes*
- *Parks level of service analysis summary*
- *Operations and programs analysis*
- *Bicycle, pedestrian, and transit connectivity*
- *Preserves analysis*
- *Demographic analysis*
- *Trends analysis*
- *Regulatory analysis*
- *Three (3) Interim draft – Analysis Summary*

PART 4 - PUBLIC INVOLVEMENT/ NEEDS AND DEMAND ASSESSMENT

NOTE: PART 4 WILL BE INITIATED CONCURRENTLY WITH PART 2 INVENTORY

4.1 PROJECT BRANDING AND LOGO, PR/MEDIA COORDINATION

The County will develop a project logo to be incorporated into all project materials for publication and public use such as public meeting notices, press releases, and other project materials. The Consultant will provide the County with branding and logo examples from other projects for the County's review. The County will also plan a PR/ media campaign to inform residents and stakeholders about the planning process.

4.2 STAFF KICK-OFF EVENT

The County will schedule and coordinate a 2 hour project kick-off event with County Parks, Recreation and Natural Resources Department staff. The Consultant will help plan and facilitate the event. A preliminary agenda may include:

- Overview of the planning process and expectations
- Staff needs assessment exercises and comments
- Review of upcoming activities and events

This kick-off event will happen during the same week as Task 4.3 Stakeholder Kick-Off Event for project efficiency purposes.

Consultant

4.3 STAKEHOLDER KICK-OFF EVENT

The County will invite key stakeholders to participate in stakeholder kick-off meeting. The stakeholders will meet 4 times during the planning process including:

- Kick-off meeting, methodology review
- Needs assessment review
- Vision review
- Implementation strategy review

The County will schedule and coordinate a 2 hour project kick-off meeting with the stakeholders. The Consultant will plan and facilitate the meeting. A preliminary agenda may include:

- Welcome and Introductions

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EXHIBIT "A"

SCOPE OF SERVICES

- Overview of the planning process and expectations
- Stakeholder needs assessment exercises and comments
- Review of upcoming activities and events

This kick-off event will happen during the same week as Task 4.2 Staff Kick-Off Event for project efficiency purposes.

4.4 INTERVIEWS, FOCUS GROUPS, AND PUBLIC MEETINGS

The Consultant will plan and facilitate a series of activities and events over a 3 day period to solicit feedback from County residents and stakeholders regarding needs and priorities for parks, preserves, and recreation facilities. The County will be responsible for all logistics including selecting meeting locations and participant invitations. The Consultant will be responsible for set-up and facilitation. Needs assessment activities and events will include:

- One day and a half of stakeholder interviews with County Commissioners, County Administrators, community leaders, department heads, and other key stakeholders (12 interviews time slots)
- One day and a half of focus group meetings with representatives of athletics leagues, seniors groups, tourism organizations, sports organizations, economic development organizations, environmental organizations, bicycle/pedestrian/trail groups, County planners, and/or others (12 time slots)
- Three public workshops (evenings), one in each of the County's three planning areas which include North, Central, and South County.
- Feedback from the interviews, focus groups, and public meetings will be used to help determine needs and demand for parks, preserves, recreation facilities, programs, and trails. For project efficiency purposes, the public workshops will be scheduled during the same week as Task 3.1 Park, Community Center, and Preserves Site Visits.

4.5 PRESENTATIONS TO RELATED ORGANIZATIONS

The Consultant will make presentations to joint allied organizations (to be determined by the County) to receive feedback regarding needs and priorities, including but not limited to the Parks Advisory and Recreation Council (PARC), Environmentally Sensitive Lands Oversight Committee (ESLOC), Friends of Sarasota County Parks, and/or municipal Councils or Park Advisory Boards. For project efficiency purposes, the presentations will be scheduled with other presentations as outlined in Tasks 4.5, 4.9, 5.10, 6.6, and 7.2. The Consultant will record findings from the presentations.

4.6 STATISTICALLY VALID MAIL/TELEPHONE SURVEY

ETC/Leisure Vision will conduct a statistically valid mail/ telephone survey, available in Spanish, based on a questionnaire approved by the County. The survey will be geographically coded to the three County planning areas which include North, Central, and South County. ETC/Leisure will complete 600 surveys of resident households in Sarasota County, resulting in a margin of error of +/-3.7% at a 95% level of confidence.

The County may also wish to use the survey instrument to conduct a web-based survey via Survey Monkey or Mind Mixer. If desired by the County, Mind Mixer can also be used through the life of the project to garner public input and keep the public updated on the process and status of the project. The County will contract directly with Mind Mixer if this service is desired as well as administer the SurveyMonkey Survey. Findings from both Survey Monkey and Mind Mixer would be provided to the Consultant to include in the Needs Assessment Summary

4.7 INTERIM DRAFT – NEEDS AND DEMAND ASSESSMENT SUMMARY

The Consultant will prepare a draft summary of the findings from Tasks 4.1 – 4.7 above, and submit a copy to the County for review and comment.

4.8 INTERIM PRESENTATIONS

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EXHIBIT "A"

SCOPE OF SERVICES

The Consultant will present the *Needs and Demand Assessment Summary* to stakeholders and the Board of County Commissioners (BCC) for review and comment. For project efficiency purposes, the presentations will be scheduled the same day. The Consultant will also spend one day making presentations to joint advisory councils. For project efficiency purposes, the presentations will be scheduled the day after the stakeholder and BCC Meeting.

DELIVERABLES/PRODUCTS

- *Stakeholder kick-off meeting minutes*
- *Staff kick-off meeting minutes*
- *Interviews, focus groups, and public meeting minutes*
- *Other organization presentation minutes*
- *Mail/telephone survey summary*
- *Three (3) Interim draft – Needs and Demand Assessment Summary*

PART 5 - ALTERNATIVE SCENARIOS AND LONG RANGE VISION

5.1 LOS RECOMMENDATIONS

The Consultant will make recommendations for parks, preserves, and recreation facilities levels-of-service based on the findings from the needs assessment.

5.2 ALTERNATIVE SCENARIOS AND CLASSIFICATION

The Consultant will develop alternative scenarios in response to the needs identified in the Needs and Demand Assessment. The alternatives will address:

- *Alternative classifications of parks, preserves, and recreation facilities*
- *Gaps in both indoor and outdoor recreation facilities*
- *Gaps in bicycle and pedestrian connectivity as identified in the Bicycle and Pedestrian Plan*
- *Types and locations of new athletic fields and complexes*
- *Improvements to existing recreation/ athletic facilities*
- *Improvements to the County's ESLPP and NPP including acquisitions, amenities, and public access*

5.3 VISIONING WORKSHOP

The Consultant will plan and facilitate a 2 day visioning workshop to review and discuss the LOS recommendations and alternative scenarios, and to develop a long range parks, preserves and recreation vision. The workshop will be organized to address each "subsystem" including parks, athletic facilities, preserves, recreation centers, aquatics facilities, trails, and/or other elements. This workshop is expected to facilitate discussions and conclusions related to integrating facilities, programs and approaches for each subsystem. For example, we will conduct a comprehensive assessment of land acquisition, including preserves, neighborhood parks and active recreation facilities and explore ways to integrate the needs of each with a comprehensive approach to future acquisitions. The Consultant will document workshop discussions and decisions. The County will be responsible for determining and reserving the meeting location, inviting participants, and providing workshop meals and refreshments.

5.4 LONG RANGE VISION PLAN

The Consultant will develop a long range Parks, Preserves and Recreation Vision Plan based on the discussion and decisions reached at the Visioning Workshop. The Vision Plan will illustrate the existing system as well as proposed locations of future parks, preserves, athletic fields, community centers, recreation facilities, and trails, including recommendations for design standards.

5.5 CONCEPT PLANS

The Consultant will prepare concept plans for three of the existing or proposed County parks (to be determined by the County) including the North County Sports Complex including recommendations for design standards.

EXHIBIT "A"

SCOPE OF SERVICES

5.6 PROGRAM PLAN

The Consultant will prepare a Program Plan outlining proposed changes, additions, or deletions to the County's recreation, fitness, and educational programs.

- Determine existing program strengths and weaknesses.
- Determine future needs and demands.
- Establish and validate the County's role in providing recreation programs and services
- Establish roles of other providers including other cities in the county.
- Identify key program priorities for the future
- Categorize programs by core, secondary and support programs by category.
- Determine facility needs to support expanded programs and services.

Eco-Tourism and Sports Tourism

- Suggest additional events, programs and activities that can be developed to support either ecotourism or sports tourism as well as the facility additions or modifications that may be required to support this effort.

5.7 ESTIMATE OF CAPITAL COSTS

The Consultant will prepare an estimate of the capital costs to implement the improvements shown in the Vision Plan and concept plans. The County will provide the Consultant with local cost data for recent parkland acquisition and development.

5.8 ESTIMATE OF OPERATING COSTS

The Consultant will prepare an estimate of the increased operating costs to manage, operate, and maintain the proposed capital improvements and programs outlined in the Long Range Vision, Concept Plans, and Program Plan.

- Identify degree of magnitude costs for operating and maintaining any new proposed facilities or programs.
- Determine required staffing positions and any changes to the department's organizational structure.
- Establish estimates for possible increases in user fee revenues.
- Match the operation cost/revenue estimates to the timeline for the development of new programs and facilities.

5.9 INTERIM DRAFT – ALTERNATIVE SCENARIOS AND LONG RANGE VISION

The Consultant will prepare a draft summary of the alternative scenarios and long range vision from Tasks 5.1- 5.8 above, and submit a copy to the County for review and comment.

5.10 INTERIM PRESENTATIONS

The Consultant will present the *Alternative Scenarios and Long Range Vision* to stakeholders and the BCC for review and comment. Preliminary, alternative funding and implementation strategies will be discussed as well. For project efficiency purposes, the presentations will be scheduled the same day. The Consultant will also spend one day making presentations to joint advisory councils. For project efficiency purposes, the presentations will be scheduled the day after the stakeholder and BCC Meeting.

5.11 PUBLIC OPEN HOUSE

The Consultant will display and present the *Alternative Scenarios and Long Range Vision* at one Public Open House in a central area in the County. The County will be responsible for scheduling and coordinating the open house. For project efficiency purposes, the open house will be scheduled during the evening of the interim presentations to stakeholder and the BCC.

DELIVERABLES/PRODUCTS

- *LOS Recommendations Memorandum*
- *Alternative Scenarios and Classification Memorandum*
- *Visioning Workshop Agenda and Minutes*
- *Long Range Vision Plan*
- *Concept Plans*

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EXHIBIT "A"

SCOPE OF SERVICES

- *Program Plan*
- *Estimate of Capital Costs*
- *Estimate of Operating Costs*
- *Interim Presentation Minutes*
- *Interim Open House Minutes*
- *Three (3) Interim Draft – Alternative Scenarios and Long Range Vision Plan*

PART 6 – FUNDING, PHASING, AND IMPLEMENTATION PLAN

6.1 REVENUE PROJECTIONS

The Consultant will provide the County with a Funding Worksheet for the County's use. The County will use the worksheet to project revenues for parks, preserves, trails, programs, operations, and maintenance based on historic and anticipated funding sources. The County will provide the Consultant with estimated annual funding for 1, 5, and 10 year periods. The County will also review its bonding capacity and estimate potential revenues that could be generated through revenue bonds, general obligation bonds, special assessments, and/or other tax revenues.

6.2 ADDITIONAL FUNDING, COST RECOVERY, AND PARTNERSHIP OPPORTUNITIES

The Consultant will prepare a summary of additional funding and implementation opportunities including:

- Potential partnership opportunities for capital improvements, including schools, developers, municipalities, and/or others
- Best practices revenue policy, cost recovery and supporting plan
- Additional potential funding sources for acquisition, development and management including grants, increased impact fees, sponsorships, and/or other funding sources
(E.g. partnerships/cost sharing, impact fees, grants, sponsorships, RESTORE ACT and Florida's Amendment 1 opportunities, etc.)

6.3 IMPLEMENTATION WORKSHOP

The Consultant will plan and facilitate a ½ day Implementation Workshop to review and discuss funding projections, additional funding and implementation opportunities, and potential phasing strategies based on the County's priorities.

6.4 FUNDING, PHASING, AND IMPLEMENTATION PLAN

The Consultant will develop a funding, phasing, and implementation plan based on the discussion and decisions reached at the Implementation Workshop. The funding, phasing, and implementation plan will include:

- Summary of needs and priorities (from Part 4)
- Summary of projected revenues (from Tasks 6.1, 6.2)
- Prioritization and proposed phasing of capital improvements and programs, based on estimated costs and projected revenues
- Proposed recommendations for changes to operations, management, and cost recovery
- Proposed revisions to the County's Comprehensive Plan and land development regulations to accommodate park development
- Proposed revisions to County's Impact Fees
- Opportunities for partnerships

6.5 INTERIM DRAFT – FUNDING, PHASING, AND IMPLEMENTATION PLAN

The Consultant will prepare a draft summary of the Funding, Phasing, and Implementation Plan from Tasks 6.1- 6.4 above, and submit a copy to the County for review and comment.

6.6 INTERIM PRESENTATIONS

The Consultant will present the *Funding, Phasing, and Implementation Plan* to stakeholders and the BCC for review and comment. For project efficiency purposes, the presentations will be scheduled the same day. The Consultant

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EXHIBIT "A"

SCOPE OF SERVICES

will also spend one day making presentations to joint advisory councils. For project efficiency purposes, the presentations will be scheduled the day after the stakeholder and BCC Meeting.

COUNTY DELIVERABLES/PRODUCTS

- *Revenue Projections*

CONSULTANT DELIVERABLES/PRODUCTS

- *Funding Worksheet*
- *Additional Funding, Cost Recovery, and Implementation Opportunities Summary*
- *Stakeholder and Commissioner Meeting Minutes*
- *Three (3) Interim Draft - Funding, Phasing, and Implementation Plan*

PART 7 – MASTER PLAN DOCUMENTATION AND ADOPTION

7.1 DRAFT FINAL PARKS, PRESERVES, AND RECREATION MASTER PLAN DOCUMENT

The Consultant will compile the summary documents from Parts 1 through 6 into a Final Master Plan document for the County's review. The County will provide written review comments regarding any proposed changes to the document. The County will distribute the revised document to Board of County Commissioners, and others as desired.

7.2 FINAL MASTER PLAN PRESENTATION

The Consultant will present the Final Master Plan to the County Commission with stakeholders in attendance. The Consultant will also spend one day making presentations to joint advisory councils. For project efficiency purposes, the presentations will be scheduled the day after the stakeholder and County Commission Meeting.

Prior to the BCC presentations, a member of the Consultant will spend one day with the County's Parks Director conducting one-on-one interviews with each of the County Commissioners to discuss the Final Master Plan findings and recommendations. For project efficiency purposes, the one-on-one interviews will be conducted in one day.

7.3 FINAL PARKS, PRESERVES, AND RECREATION MASTER PLAN DOCUMENT

The Consultant will revise the Master Plan one final time, if necessary, based on written review comments and/or direction from the County. The Consultant will submit a digital copy of the plan to the County for printing and distribution.

DELIVERABLES/PRODUCTS

- *Master Plan Presentations Minutes*
- *Three (3) Draft Final Parks, Preserves, and Recreation Master Plan*
- *Twenty-five (25) Final Parks, Preserves, and Recreation Master Plan Documents in 3 ring binders*
- *One set of documents in electronic media*

PART 8 – ADDITIONAL SERVICES

The Consultant will complete the following services at the request of the County for an additional services as agreed upon by the County and the Consultant:

- *Additional interviews, focus group meetings, public meetings, public open houses, and presentations to allied organizations, the BCC, and other groups not included in the Scope of Services*
- *Additional site visits*
- *Additional LOS analysis*
- *Additional park concept plans*
- *Additional Final Parks, Preserves, and Recreation Master Plan Documents in 3 ring binders*

EXHIBIT "A"
SCOPE OF SERVICES

PART 9 - COMPENSATION

The Consultant will complete the services outlined in the Scope of Services as a lump sum fee of two-hundred and ninety-nine thousand, eight-hundred dollars (\$299,800.00) including expenses. Invoiced amounts will be calculated based on percent of the tasks completed and unit fees proposed.

COMMIT 6
PROJECT SCHEDULE

Sarasota County Parks, Preserves, and Recreation Master Plan
Project Schedule

ID	Task Name	Duration	Start	Finish	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter										
					Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Task 1: Project Organization Oversight	351 days	Mon 2/2/15	Mon 6/6/16														
2	2.1 Project Management	351 days	Mon 2/23/15	Mon 6/27/16														
3	2.1.1 Bi-Weekly Conference Calls (14 Months)	351 days	Mon 2/23/15	Mon 6/27/16														
4	Task 2: Inventory Of Existing Conditions	30 days	Mon 2/23/15	Fri 4/3/15														
5	2.1 Database and Base Map (County)	30 days	Mon 2/23/15	Fri 4/3/15														
6	2.1.1 Develop Database and Base Map (County)	15 days	Mon 2/23/15	Fri 3/13/15														
7	2.1.1.1 Database and Base Map County Submittal	0 days	Fri 3/13/15	Fri 3/20/15														
8	2.1.1.2 TDG Review Period	5 days	Mon 3/16/15	Fri 3/20/15														
9	2.1.1.3 TDG Review Comments Submittal to County	0 days	Fri 3/20/15	Fri 3/20/15														
10	2.1.1.4 Finalize Database and Base Map (County)	0 days	Fri 4/3/15	Fri 4/3/15														
11	2.1.1.5 Final Database and Base Map County Submittal	0 days	Fri 4/3/15	Fri 4/3/15														
12	2.1.2 Financial Structure and Agreements (County)	15 days	Mon 2/23/15	Fri 3/13/15														
13	2.1.2.1 Collect Financial Structure and Agreements (County)	15 days	Mon 2/23/15	Fri 3/13/15														
14	2.1.2.1.1 Financial Structure and Agreements County Submittal	0 days	Fri 3/13/15	Fri 3/13/15														
15	2.1.2.1.2 Long Range Planning Documents (County)	15 days	Mon 2/23/15	Fri 3/13/15														
16	2.1.2.1.3 Collect Long Planning Documents (County)	15 days	Mon 2/23/15	Fri 3/13/15														
17	2.1.2.1.4 Long Range Planning Documents County Submittal	0 days	Fri 3/13/15	Fri 3/13/15														
18	2.1.2.2 Program, Events, and Opportunities (County)	15 days	Mon 2/23/15	Fri 3/13/15														
19	2.1.2.2.1 Program, Events, and Opportunities (County)	15 days	Mon 2/23/15	Fri 3/13/15														
20	2.1.2.2.1.1 Program, Events, and Opportunities County Submittal	0 days	Fri 3/13/15	Fri 3/13/15														
21	2.1.2.2.1.2 Demographics (County)	30 days	Mon 2/23/15	Fri 4/3/15														
22	2.1.2.2.1.3 Develop Demographics Data and Maps (County)	15 days	Mon 2/23/15	Fri 3/13/15														
23	2.1.2.2.1.4 Demographics Data and Maps County Submittal	0 days	Fri 3/13/15	Fri 3/13/15														
24	2.1.2.2.2 TDG Review Period	5 days	Mon 3/16/15	Fri 3/20/15														
25	2.1.2.2.2.1 TDG Review Comments Submittal to County	0 days	Fri 3/20/15	Fri 3/20/15														
26	2.1.2.2.2.2 Finalize Demographics Data and Base Maps (County)	10 days	Mon 3/23/15	Fri 4/3/15														
27	2.1.2.2.2.3 Final Demographics Data and Base Maps County Submittal	0 days	Fri 4/3/15	Fri 4/3/15														
28	Task 3: Analysis	63 days	Mon 3/16/15	Wed 6/10/15														
29	3.1 Park/Community Center/Environmental Lands Site Visit (3 Days)	3 days	Mon 6/1/15	Wed 6/3/15														
30	3.2 Parks and Recreation Level of Service (LOS)	5 days	Mon 4/6/15	Fri 4/10/15														
31	3.2.1 Access LOS	5 days	Mon 4/6/15	Fri 4/10/15														
32	3.2.2 Facilities LOS	5 days	Mon 4/6/15	Fri 4/10/15														
33	3.2.3 Programs LOS	5 days	Mon 4/6/15	Fri 4/10/15														
34	3.2.4 Quality LOS	5 days	Mon 4/6/15	Fri 4/10/15														
35	3.2.5 Operations and Programs	5 days	Mon 4/6/15	Fri 4/10/15														
36	3.2.6 Bicycle and Pedestrian Connectivity	5 days	Mon 4/6/15	Fri 4/10/15														
37	3.2.7 Trends	5 days	Mon 4/6/15	Fri 4/10/15														
38																		
39																		

Note: The time frame may occasionally vary based on the availability of Board of County Commissioners or other team members which may influence the overall time frame of project tasks and project schedule.

EXHIBIT B
PROJECT SCHEDULE

Sarasota County Parks, Preserves, and Recreation Master Plan
Project Schedule

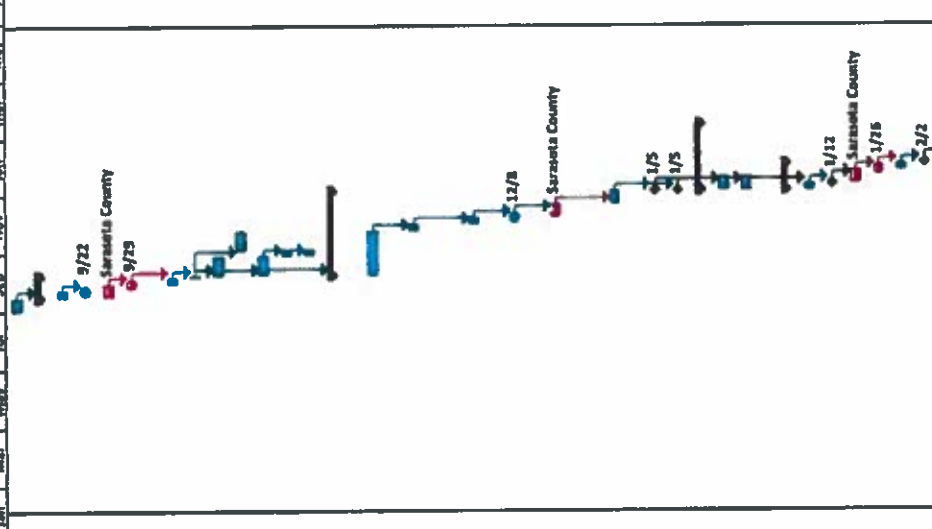
ID	Task Name	Duration	Start	Finish	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
					Jan	Feb	Mar	Apr
40	Land Development Regulations	15 days	Mon 3/16/15	Fri 4/3/15				
41	Interim Draft - Analysis Summary	35 days	Mon 4/6/15	Fri 5/22/15				
42	Development of Interim Draft - Analysis Summary	10 days	Mon 4/6/15	Fri 4/17/15				
43	Interim Draft - Analysis Summary Internal QA/QC	5 days	Mon 4/20/15	Fri 4/24/15				
44	Interim Draft - Analysis Summary Revisions	5 days	Mon 4/27/15	Fri 5/1/15				
45	Interim Draft - Analysis Summary Submittal	0 days	Fri 5/1/15	Fri 5/1/15				
46	Interim Draft - Analysis Summary County Review	10 days	Mon 5/4/15	Fri 5/15/15				
47	Interim Draft - Analysis Summary Revisions	5 days	Mon 5/18/15	Fri 5/22/15				
48	Task 4 Public Involvement/Needs and Demand Assessment	137 days	Mon 2/23/15	Tue 9/1/15				
49	Project Branding and Logo, PR/Media Co-ordination	25 days	Mon 2/23/15	Fri 3/27/15				
50	Stakeholder Kick-Off Meeting	10 days	Mon 2/23/15	Fri 3/6/15				
51	Staff Kick-Off Meeting	10 days	Mon 2/23/15	Fri 3/6/15				
52	Interviews, Focus Groups, and Public Meetings (3 Days, 3 Public Workshops)	3 days	Mon 6/1/15	Wed 6/23/15				
53	Interviews Day 1	1 day	Mon 6/1/15	Mon 6/1/15				
54	Public Workshop 1 (North County)	0 days	Mon 6/1/15	Mon 6/1/15				
55	Interviews Day 2	1 day	Tue 6/2/15	Tue 6/2/15				
56	Public Workshop 2 (East County)	0 days	Tue 6/2/15	Tue 6/2/15				
57	Interviews Day 3	1 day	Wed 6/3/15	Wed 6/3/15				
58	Public Workshop 3 (South County)	0 days	Wed 6/3/15	Wed 6/3/15				
59	Presentations to Related Organizations (County)	15 days	Thu 6/4/15	Wed 6/24/15				
60	Statistically Valid Survey	95 days	Mon 2/23/15	Fri 7/3/15				
61	County Review of Comparable Surveys	5 days	Mon 3/23/15	Fri 4/10/15				
62	Survey Development + Approval	45 days	Mon 3/2/15	Fri 5/1/15				
63	Statistically Valid Survey Launch	0 days	Fri 5/1/15	Fri 5/1/15				
64	Statistically Valid Survey	45 days	Mon 5/4/15	Fri 7/3/15				
65	Interim Draft - Needs and Demand Assessment Summary + PowerPoint Presentation	42 days	Mon 7/6/15	Tue 9/1/15				
66	Development of Interim Draft - Needs and Demand Assessment Summary + PowerPoint Presentation	12 days	Mon 7/6/15	Tue 7/21/15				
67	Interim Draft - Needs and Demand Assessment Summary + PowerPoint Presentation Internal QA/QC	5 days	Wed 7/22/15	Tue 7/28/15				
68	Interim Draft - Needs and Demand Assessment Summary + PowerPoint Presentation Revisions	5 days	Wed 7/29/15	Tue 8/4/15				
69	Interim Draft - Needs and Demand Assessment Summary + PowerPoint Presentation Submittal	0 days	Tue 8/4/15	Tue 8/4/15				
70	Interim Draft - Needs and Demand Assessment Summary + PowerPoint Presentation County Review	10 days	Wed 8/5/15	Tue 8/18/15				
71	Interim Draft - Needs and Demand Assessment Summary + PowerPoint Presentation Revisions	10 days	Wed 8/19/15	Tue 9/1/15				
72	Interim Presentations (1 Day - Stakeholders + BCC)	0 days	Tue 9/1/15	Tue 9/1/15				
73	Task 5 Alternative Scenarios and Long Range Vision	90 days	Wed 9/2/15	Tue 1/5/16				
74	LOS Recommendations	5 days	Wed 9/2/15	Tue 9/8/15				

Note: The time frame may occasionally vary based on the availability of Board of County Commissioners or other team members which may influence the overall time frame of project tasks and project schedule.

EXHIBIT B
PROJECT SCHEDULE

Sarasota County Parks, Preserves, and Recreation Master Plan
Project Schedule

ID	Task Name	Duration	Start	Finish	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter					
					Nov	Dec	Jan	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
75	5-2 Alternative Scenarios and Classifications	10 days	Wed 9/2/15	Tue 9/15/15															
76	5-3 Prioritizing Workshop (2 Days)	17 days	Wed 9/16/15	Thu 10/8/15															
77	5-4 Prioritizing Workshop Preparation	5 days	Wed 9/16/15	Tue 9/22/15															
78	5-5 Prioritizing Workshop Material County Submittal	0 days	Tue 9/22/15	Tue 9/22/15															
79	5-6 Prioritizing Workshop Material County Review	10 days	Wed 9/16/15	Tue 9/29/15															
80	5-7 Prioritizing Workshop Material County Comments Submittal	0 days	Tue 9/29/15	Tue 9/29/15															
81	5-8 Prioritizing Workshop Material Revisions	5 days	Wed 9/30/15	Tue 10/6/15															
82	5-9 Prioritizing Workshop	2 days	Wed 10/7/15	Thu 10/8/15															
83	5-4 Long Range Plan	15 days	Fri 10/9/15	Thu 10/29/15															
84	5-5 Concept Plans	15 days	Wed 11/4/15	Tue 11/24/15															
85	5-6 Program Plan	15 days	Fri 10/9/15	Thu 10/29/15															
86	5-7 Estimate of Capital Costs	5 days	Fri 10/30/15	Thu 11/5/15															
87	5-8 Estimate of Operating Costs	5 days	Fri 10/30/15	Thu 11/5/15															
88	5-9 Interim Draft - Alternative Scenarios and Long Range Vision Summary + PowerPoint Presentation	63 days	Fri 10/9/15	Tue 1/5/16															
89	Development of Interim Draft - Alternative Scenarios and Long Range Vision Summary + PowerPoint Presentation	33 days	Fri 10/9/15	Tue 11/24/15															
90	Long Range Vision Summary + PowerPoint Presentation Interim Draft - Alternative Scenarios and Long Range Vision Summary + PowerPoint Presentation Internal QA/QC	5 days	Wed 11/25/15	Tue 12/1/15															
91	Interim Draft - Alternative Scenarios and Long Range Vision Summary + PowerPoint Presentation Revisions	5 days	Wed 12/2/15	Tue 12/8/15															
92	Interim Draft - Alternative Scenarios and Long Range Vision Summary + PowerPoint Presentation Submittal	0 days	Tue 12/8/15	Tue 12/8/15															
93	Interim Draft - Alternative Scenarios and Long Range Vision Summary + PowerPoint Presentation County Review	10 days	Wed 12/9/15	Tue 12/22/15															
94	Interim Draft - Alternative Scenarios and Long Range Vision Summary + PowerPoint Presentation Revisions	10 days	Wed 12/23/15	Tue 1/5/16															
95	5-10 Public Open House (1 Day - Stakeholders + BCC)	0 days	Tue 1/5/16	Tue 1/5/16															
96	5-11 Revenue Projections	50 days	Wed 1/6/16	Tue 3/15/16															
97	Task 6 Funding, Phasing, and Implementation Plan	10 days	Wed 1/6/16	Tue 1/19/16															
98	6.1 Additional Funding, Cost Recovery, and Partnership Opportunities	10 days	Wed 1/6/16	Tue 1/19/16															
99	6.2 Implementation Workshop (1/2 Day)	20 days	Wed 1/6/16	Tue 2/2/16															
100	6.3 Implementation Workshop Material Preparation	5 days	Wed 1/6/16	Tue 1/12/16															
101	Implementation Workshop Material Submittal	0 days	Tue 1/12/16	Tue 1/12/16															
102	Implementation Workshop Material County Review	10 days	Wed 1/13/16	Tue 1/26/16															
103	Implementation Workshop Material County Submittal	0 days	Tue 1/26/16	Tue 1/26/16															
104	Implementation Workshop Material Revisions	5 days	Wed 1/27/16	Tue 2/2/16															
105	Implementation Workshop	0 days	Tue 2/2/16	Tue 2/2/16															
106	Implementation Workshop	0 days	Tue 2/2/16	Tue 2/2/16															



Note: The time frame may occasionally vary based on the availability of Board of County Commissioners or other team members which may influence the overall time frame of project tasks and project schedule.

EXHIBIT B
PROJECT SCHEDULE

Sarasota County Parks, Preserves, and Recreation Master Plan Project Schedule		1st Quarter												2nd Quarter			3rd Quarter			4th Quarter			
Task Name		Start	Duration	Finish	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
107	6-4 Interim Draft - Funding, Phasing, and Implementation Plan Summary + PowerPoint Presentation	Wed 2/3/16	30 days	Tue 3/15/16																			
108	Development of Interim Draft - Funding, Phasing, and Implementation Plan Summary + PowerPoint Presentation	Wed 2/3/16	10 days	Tue 2/16/16																			
109	Interim Draft - Funding, Phasing, and Implementation Plan Summary + PowerPoint Presentation Internal QA/QC	Wed 2/17/16	5 days	Tue 2/23/16																			
110	Interim Draft - Funding, Phasing, and Implementation Plan Summary + PowerPoint Presentation Revisions	Wed 2/24/16	5 days	Tue 3/1/16																			
111	Interim Draft - Funding, Phasing, and Implementation Plan Summary + PowerPoint Presentation Submittal	Tue 3/1/16	0 days	Tue 3/1/16																			
112	Interim Draft - Funding, Phasing, and Implementation Plan Summary + PowerPoint Presentation County Review	Wed 3/2/16	5 days	Tue 3/8/16																			
113	Interim Draft - Funding, Phasing, and Implementation Plan Summary + PowerPoint Presentation Revisions	Wed 3/9/16	5 days	Tue 3/15/16																			
114	Interim Presentations (1 Day - Stakeholders + BCC)	Tue 3/15/16	0 days	Tue 3/15/16																			
115	Task 7 Master Plan Documentation and Adoption	Wed 3/16/16	60 days	Tue 6/7/16																			
116	7-1 Draft Final Parks, Preserves, and Recreation Master Plan Document + Power Point Presentation	Wed 3/16/16	40 days	Tue 5/10/16																			
117	Development of Draft Final Parks, Preserves, and Recreation Master Plan Document + Power Point Presentation	Wed 3/16/16	8 days	Fri 3/25/16																			
118	Draft Final Parks, Preserves, and Recreation Master Plan Document + PowerPoint Presentation Internal QA/QC	Mon 3/28/16	5 days	Fri 4/1/16																			
119	Draft Final Parks, Preserves, and Recreation Master Plan Document + PowerPoint Presentation Revisions	Mon 4/4/16	9 days	Thu 4/14/16																			
120	Draft Final Parks, Preserves, and Recreation Master Plan Document + PowerPoint Presentation Submittal	Thu 4/14/16	0 days	Thu 4/14/16																			
121	Draft Final Parks, Preserves, and Recreation Master Plan Document + PowerPoint Presentation County Review	Fri 4/15/16	9 days	Wed 4/27/16																			
122	Draft Final Parks, Preserves, and Recreation Master Plan Document + PowerPoint Presentation Revisions	Thu 4/28/16	9 days	Tue 5/10/16																			
123	7-3 Draft Final Parks, Preserves, and Recreation Master Plan Presentation	Tue 5/10/16	0 days	Tue 5/10/16																			
124	7-3 Final Parks, Preserves, and Recreation Master Plan Document + Power Point Presentation	Wed 5/11/16	20 days	Tue 6/7/16																			
125	Development of Final Parks, Preserves, and Recreation Master Plan Document + PowerPoint Presentation	Wed 5/11/16	10 days	Tue 5/24/16																			
126	Final Parks, Preserves, and Recreation Master Plan Document + PowerPoint Presentation Internal QA/QC	Wed 5/25/16	5 days	Tue 5/31/16																			
127	Final Parks, Preserves, and Recreation Master Plan Document + PowerPoint Presentation Revisions	Wed 6/1/16	5 days	Tue 6/7/16																			
128	Final Parks, Preserves, and Recreation Master Plan Document + PowerPoint Presentation Submittal	Tue 6/7/16	0 days	Tue 6/7/16																			

Note: The time frame may occasionally vary based on the availability of Board of County Commissioners or other team members which may influence the overall time frame of project tasks and project schedule.

EXHIBIT "D" INSURANCE REQUIREMENTS

A. INSURANCE

Before performing any contract work, Consultant shall procure and maintain, during the life of the contract, unless otherwise specified, insurance listed below. The policies of insurance shall be primary and written on forms acceptable to the County and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial AM Best Company rating of no less than "A- Excellent: FSC VII." No changes are to be made to these specifications without prior written specific approval by County Risk Management.

IF CHECKED, COVERAGE IS REQUIRED	TYPE OF INSURANCE
<input checked="" type="checkbox"/> Required	<p>1. WORKERS' COMPENSATION:</p> <p>Consultant will provide Workers' Compensation insurance on behalf of all employees who are to provide a service under this contract, as required by the laws of the state where the Consultant is domiciled. Florida Contractors must provide evidence of Workers' Compensation Insurance which meets the requirements of Florida Statutes, Chapter 440, AND Employer's Liability with limits of not less than \$100,000 per employee per accident, \$500,000 disease aggregate, and \$100,000 per employee per disease. If applicable, coverage for the Jones Act and Longshore Harbor Workers Exposures must also be included. **NOTE** Contractors who are exempt from Florida's Workers' Compensation law must provide proof of such exemption issued by the Florida Department of Financial Services, Bureau of Workers' Compensation.</p> <p>In the event the Consultant has "leased" employees, the Consultant or the employee leasing company must provide evidence of a Workers' Compensation policy for all personnel on the worksite.</p>
<input type="checkbox"/> Required - <input checked="" type="checkbox"/> Specify Amount Below X \$500,000	<p>2. COMMERCIAL GENERAL LIABILITY: Including but not limited to bodily injury, property damage, contractual, products and completed operations, and personal injury with limits of not less than the amount shown at left for each occurrence, covering all work performed under this contract.</p>
<input type="checkbox"/> Required - <input checked="" type="checkbox"/> Specify Amount Below X \$500,000	<p>3. BUSINESS AUTOMOBILE LIABILITY: Consultant agrees to maintain Business Automobile Liability at a limit of liability not less than the amount shown at left for each accident covering all work performed under this contract.</p> <p>Consultant further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Consultant does not own automobiles, Consultant agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy. If private passenger automobiles are used in</p>

EXHIBIT "D"
INSURANCE REQUIREMENTS

IF CHECKED, COVERAGE IS REQUIRED	TYPE OF INSURANCE
	<p>the business, they must be commercially insured.</p> <p>If the Consultant is shipping a product via common carrier, the Consultant shall be responsible for any loss or damage sustained in delivery/transit.</p>
<p>X Required X \$500,000</p>	<p>4. PROFESSIONAL LIABILITY: With limits of not less than the amount shown at left for professional services rendered in accordance with this contract. The Consultant shall maintain such insurance for at least two (2) years from the termination of this contract and during this two (2) year period the Consultant shall use his best efforts to ensure that there is no change of the retroactive date on this insurance coverage. If there is a change that reduces or restricts the coverage carried during the contract, the Consultant shall notify County Risk Management within thirty (30) days of the change.</p>
<p><input type="checkbox"/> Required</p> <p><input type="checkbox"/> Required</p> <p><input type="checkbox"/> Required</p> <p><input type="checkbox"/> Required</p>	<p>5. HAZARDOUS MATERIALS INSURANCE: For the purpose of this section, the term "hazardous materials" includes all materials and substances that are now designated or defined as hazardous by Florida or Federal law or by the rules or regulations of Florida or any Federal Agency. If work being performed involves hazardous materials, the need to procure and maintain any or all of the following coverage will be specifically addressed upon review of exposure. However, if hazardous materials are identified while carrying out this contract, no further work is to be performed in the area of the hazardous material until County Risk Management has been consulted as to the potential need to procure and maintain any or all of the following coverage through an addendum to the contract:</p> <p>a. CONTRACTORS POLLUTION LIABILITY - For sudden and gradual occurrences and in an amount no less than \$1,000,000 per claim and \$1,000,000 in the aggregate arising out of work performed under this contract, including but not limited to, all hazardous materials identified under the contract.</p> <p>b. ASBESTOS LIABILITY - For sudden and gradual occurrences and in an amount no less than \$1,000,000 per claim and \$1,000,000 in the aggregate arising out of work performed under this contract.</p> <p>c. DISPOSAL - When applicable, the Consultant shall designate the disposal site and furnish a Certificate of Insurance from the disposal facility for Environmental Impairment Liability Insurance, covering liability for sudden and accidental occurrences in an amount not less than \$3,000,000 per claim and \$3,000,000 in the aggregate and shall include liability for non-sudden</p>

**EXHIBIT "D"
INSURANCE REQUIREMENTS**

IF CHECKED, COVERAGE IS REQUIRED	TYPE OF INSURANCE
	<p>occurrences in an amount not less than \$6,000,000 per claim and \$6,000,000 in the aggregate.</p> <p>d. HAZARDOUS WASTE TRANSPORTATION - When applicable, the Consultant shall designate the hauler and furnish a Certificate of Insurance from the hauler for Automobile Liability Insurance with Endorsement MCS90 for liability arising out of the transportation of hazardous materials with an amount not less than \$1,000,000 annual aggregate and provide a valid EPA identification number.</p> <p>*****Note: CERTIFICATES OF INSURANCE shall clearly state the hazardous material exposure work being performed under the contract. *****</p>

B. POLICY FORM

1. Unless specific approval is given, all policies required by this contract with the exception of Professional Liability and Workers' Compensation are to be written on an occurrence basis. Commercial General Liability policies shall name Sarasota County Government as additional insured as their interest may appear under this contract.
2. Insurance requirements itemized in this contract and required of the Consultant shall be provided on behalf of all subcontractors to cover their operations performed under this contract. The Consultant shall be held responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to subcontractors.
3. Each insurance policy required by this contract shall:
 - a. Apply separately to each insured against whom claim is made and suit is brought, except with respect to limits of the insurer's liability
 - b. Not be suspended, voided or canceled by either party except after thirty (30) calendar days prior written notice by certified mail, return receipt requested, has been given to County Risk Management.
4. The County shall retain the right to review, at any time, coverage, form, and amount of insurance.
5. The procuring of required policies of insurance shall not be construed to limit Consultant's liability nor to fulfill the indemnification provisions and requirements of this contract.
6. The Consultant shall be solely responsible for payment of all premiums for insurance contributing to the satisfaction of this contract and shall be solely responsible for the payment of all deductibles and retentions to which such policies are subject.
7. Claims Made Policies will be accepted for Professional Liability, Workers' Compensation and Hazardous Materials, and such other risks as are authorized by County Risk Management. All Claims Made Policies contributing to the satisfaction of the insurance requirements herein shall have an extended reporting period option or automatic coverage of not less than two years. If provided as an option, the Consultant agrees to purchase the extended reporting period on cancellation or termination unless a new policy is effected with a retroactive date, including at least the last policy year.

EXHIBIT "D"
INSURANCE REQUIREMENTS

- 8.** Certificates of Insurance evidencing Claims Made or Occurrence Form Coverage and conditions to this Contract are to be furnished to Sarasota County Risk Management (1660 Ringling Boulevard, 4th Floor, Sarasota, FL 34236) prior to commencement of work AND a minimum of thirty (30) calendar days prior to expiration of the Insurance contract, when applicable. All Insurance certificates shall be received by County Risk Management before the Consultant will be allowed to commence or continue work.
- 9.** Notices of Accidents (occurrences) and Notices of Claims associated with work being performed under this Contract, shall be provided to the Consultant's/sub-Consultant's/Consultant's insurance company and County Risk Management as soon as practicable after notice to the Insured.
- 10.** The Certificate of Insurance must include the following:
 - a.** In the "Description of Operations/Special Provisions" section:
 - Sarasota County Government is named as an additional Insured, as their interests may appear on Commercial General Liability.
 - Note: ACORD 2009 edition can use "X" for General Liability Additional Insured Inclusion.
 - b.** In the "Certificate Holder" section:

Sarasota County Government
Attn: Risk Management
1660 Ringling Blvd., 4th floor
Sarasota, FL 34236