

LETTER OF UNDERSTANDING

This Letter of Understanding is entered into on this _____ day of _____, 2014, by and between Sarasota County, Florida, a political subdivision of the State of Florida (the "County") and the City of Sarasota, a municipal corporation of the State of Florida ("Sarasota"), the City of Venice, a municipal corporation of the State of Florida ("Venice"), and the City of North Port, a municipal corporation of the State of Florida ("North Port") (collectively referred to as the "Municipalities").

A. Objective

Sarasota County wishes to participate with the three municipalities of North Port, Sarasota and Venice to develop a unified county-wide strategy for the development of a comprehensive Parks, Recreation and Open Space System Master Plan that includes the park resources of both the county and the municipalities (the "Parks Master Plan"). The County will be preparing a Request for Proposal for the solicitation of professional planning services for the preparation of the County-wide Parks Master Plan. While it is understood that each of the jurisdictional entities will ultimately prepare their own individualized park standards, plans and implementation steps, there would also be several important advantages to having a unified planning process with a single consultant managing it.

In consideration of their mutual commitment to the Parks Master Plan, the County and the Municipalities agree to the following:

B. The Parks Master Plan Planning Process

1. Project Organization
2. Data Inventory
3. Data Analysis
4. Project Goals and Objectives Formation
5. Level of Service Standards / Needs Assessment
6. Plan Development and Phasing
7. Implementation Strategies
8. Plan Review and Approvals
9. Plan Documentation

C. Joint Participation

1. The development of the Request for Proposal content and selection procedures
 - a. Shared development of the Scope of Services

- b. Shared development of the Request for Proposal based on Sarasota County Procurement Code for submittals and consultant selection
 - c. Production and administration of Request for Proposal to be borne by Sarasota County
 - d. Members of the submittal review and ranking team to be as follows:
 - i. Two City of North Port representative (one of which is an alternate)
 - ii. Two City of Sarasota representative (one of which is an alternate)
 - iii. Two City of Venice representative (one of which is an alternate)
 - iv. Four Sarasota County representatives:
 - 1. Parks and Recreation Director
 - 2. Park Planner
 - 3. Long Range Planner from Planning and Development Services
 - 4. Parks and Recreation Business and Partnership Services Manager
 - e. Shared development of a Contract for Services
 - f. Each jurisdiction will prepare their own scope of work within the Contract for Services with the selected consultant.
2. The development of a unified public involvement process for the project - shared participation in scheduling, hosting and facilitating the public involvement process and meetings
 3. The design of a unified park system data base
 4. Series of staff strategic planning sessions
 - a. Combined staff participation in the project management team - periodic staff meetings with the jurisdictional representatives to coordinate the project schedule, public meetings, data collection scope and geography.
 5. Dedicated staff person from each jurisdiction for data collection coordination and consultant communication.
 - a. Development of unified data structure and GIS formatting.
 - b. Base mapping scales and graphic system
 6. Development of a unified Parks Master Plan summary graphic document that includes each jurisdiction's plan volume
 7. Project cost sharing- Each jurisdiction at its option will be responsible for contracting for and paying for their own defined scope of services with the Consultant.

D. Other

The parties shall use best efforts to develop a Parks Master Plan for the County and the Municipalities. The agreements set forth in this Letter of Understanding are subject to the parties mutually agreeing to specific terms in the final agreements. For purposes of

further negotiations and furtherance of the development of the Parks Master Plan, the terms set forth in this Letter of Understanding express the intent of the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Letter of Understanding to be executed by their duly authorized representative as of the day and year written below.

SIGNATORIES

CITY OF VENICE, a municipal corporation

WITNESS:

BY:

Print Name:

JOHN HOLIC, Mayor

Date

ATTEST:

LORI STELZER, City Clerk

APPROVED AS TO FORM:

DAVID P. PERSSON, City Attorney