

Trailer Estates Park and Recreation District

Board of Trustees
Regular Board Meeting
February 20, 2024

Mark's Hall
Trailer Estates
1903 69th Avenue West
Bradenton, FL 34207

Call to Order
Roll Call
Public Comment (Limit 3 Minutes on Any Topic)
Approval of Minutes
Treasurers Report
Invoice Approval

Items Presented by Board & Staff (PP 38)

1. Trailer Estates Master Planning Submittals (2)
2. Office Assistant - Hourly Rate Adjustment
3. Marina - Dock Re-Surface/Rebuild

Trustee/Staff Final Comments
Unfinished Business
Adjournment

Trailer Estates broadcasts its Meeting live on Channel 732 inside the Community.

Zoom Meeting Access:

Time: Feb 20, 2024 09:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82335408405?pwd=ZnoyL2QwN3RhSnNidE40eHEyaDjiQT09>

Meeting ID: 823 3540 8405

Passcode: 0aV6jn

One tap mobile

+13052241968,,82335408405#,,,,*791242# US

+13017158592,,82335408405#,,,,*791242# US (Washington DC)

Mobile Passcode: 791242

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact TJ Miller at 756-7177, at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting.

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Office Assistant - Hourly Rate Adjustment

For Upcoming Meeting—Date February 20, 2024

Type of Meeting (check one): Workshop [] Board Meeting [x]

*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.

Rationale (for workshops)/ MOTION (for board meetings): to adjust the current Office Assistant - Kristin Olsen from \$22/hr to \$24.50/hr.

Costs/Estimated Costs: (Required if agenda item includes spending district money.) Cost through September 30th, would be \$2,800. Funds are available in the payroll account.

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Zip Recruiter Salary Data

Trustee Park Manager Morris

Date Submitted February 12, 2024

Chairman/Designee

Office Manager/Designee: Date Posted Initials

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Marina - Dock Re-Surfacing

For Upcoming Meeting—Date February 12, 2024

Type of Meeting (check one): Workshop [] Board Meeting [x]

*It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.

Rationale (for workshops)/ MOTION (for board meetings): to accept the quote from Shore Interior Solutions in the amount of \$22,500 to install new decking on our docks.

Costs/Estimated Costs: (Required if agenda item includes spending district money.) \$22,500 + Dumpster Costs (\$500)

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)

Trustee Chairman Trotter

Date Submitted February 12, 2024

Chairman/Designee

Office Manager/Designee: Date Posted Initials

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Trailer Estates Master Planning Submittals

For Upcoming Meeting—Date February 12, 2024

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): to accept and place on file for further review by Park Manager.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)**

Toole Recreation Planning Submittal

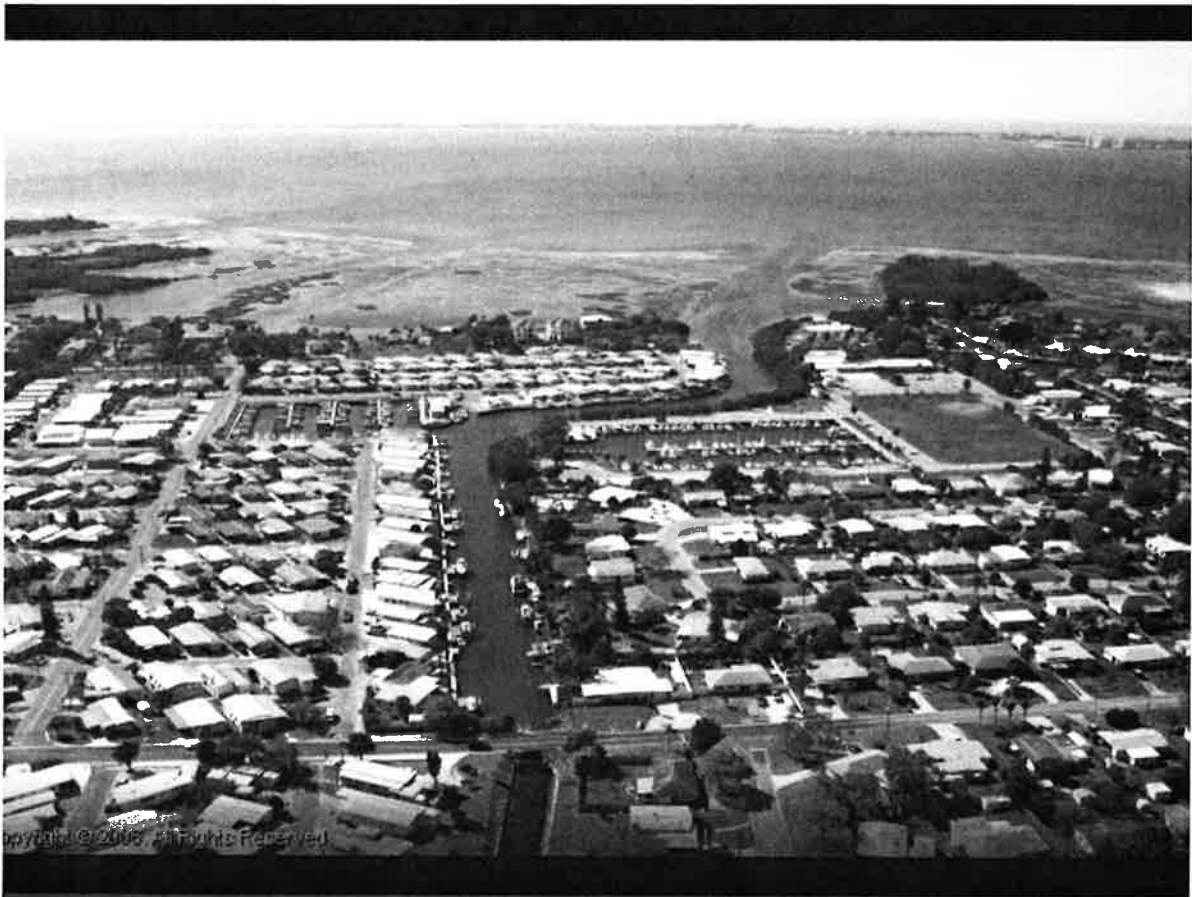
Kimley Horn Submittal

Trustee Chairman Trotter

Date Submitted February 12, 2024

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____



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Proposal

Trailer Estates Recreation Facilities and Amenities Plan

January 26, 2024

Toole Recreation Planning
JMT (Johnsons, Mirmiran and Thompson)



January 25, 2024

Lee A. Morris, Park Manager
Trailer Park Estates
1903 69th Ave West
Bradenton, FL 34207

Dear Mr. Morris:

I was delighted to receive your Request for Proposal and thoroughly enjoyed our discussion about Trailer Estates. Your project stands at the forefront of recreation planning, particularly in its focus on exploring the recreational needs and interests of residents aged 55 and above – a demographic to which I belong. I also lead an active, healthy lifestyle filled with recreational pursuits and friendships, making this project particularly exciting for me.

Your timing on developing the **Trailer Estates Recreation Facilities & Amenities Master Plan** could not be better. The importance of recreation for individuals aged 55 and above, residing in age-restricted housing, cannot be overstated. As this demographic leads increasingly active and engaged lives, their recreation needs undergo dynamic changes. Recreation not only fosters physical health but also plays a crucial role in maintaining mental well-being and social connections, aspects particularly vital in this time of life. Trailer Estates provides a unique platform for tailored recreational activities that cater to the specific interests and abilities of their residents. From fitness classes and outdoor activities to cultural events and lifelong learning programs, these offerings evolve to accommodate the diverse preferences of a vibrant and active aging population. Such recreational opportunities not only enhance quality of life but also promote a sense of belonging and camaraderie within the community, reinforcing the notion that age is not a barrier to leading fulfilling and enriching lifestyles.

We understand that Trailer Estates wishes to design, develop, and implement recreational facilities that will provide a vibrant and engaging environment for your residents. The master plan must be tailored to the needs, interests and preferences of your residents using a mix of existing amenities and new construction. The master plan will include:

- An assessment of existing facilities from a condition, needs and aesthetic perspective.
- Identification of updates needed.
- Recommendations for recreational activities with corresponding facilities to promote physical activity, social interaction, and overall well-being.
- Collaboration with trailer Estates Board of Trustees and Management to explore and prioritize ideas and concepts for recreation.
- Development of a detailed project plan with timelines and estimated costs.
- Identification of funding sources that are a mix of grants, gifts donations, loans, bonds, and revenues.

My firm, Toole Recreation Planning, and JMT (Johnson, Mirmiran, and Thompson) formed a team to work with you in developing the Trailer Estates Recreation Facilities & Amenities Master Plan. We have worked together for about 30 years in developing recreation facility plans that get implemented. Our team includes PLA's (Professional Landscape Architects), community planners and a CPRP (Certified Parks and Recreation Professional). We have access to a complete range of transportation, environmental and engineering specialists with JMT. I am very familiar with your area traveling regularly to Bradenton to participate in water sports at Nathan Benderson Park. This is always a highlight of my year! JMT has an office in Tampa as well as offices in Miami, Orlando, and Jacksonville. JMT regularly carries out work in Florida.

Our multi-disciplined team specializes in recreation facility, trail, conservation and green infrastructure, financing, community partnerships, and operations and maintenance for decades. The foundation of our plans is community involvement. We have won national, regional, state, and local awards for our recreation facility work that ranges from needs assessments through plan development, design, financing, and construction. In our work on thousands of recreation plans, the 55+ age group has always played a central role. In recent years the rise of pickleball has driven even more involvement by active aging adults. We've found that this has led to the most joyous result of seeing this sport build a very strong senses of community like never before. We have successfully secured funding from a variety of public and private funding sources through grants, gifts, donations, revenue generating programs, and fundraising.

We pride ourselves in being available and easily accessible to you with our team via convenient and affordable flights from local airports. We would be happy to discuss tailoring our scope and price to meet your needs. Please feel free to contact me at by phone or text at 267-261-7989 or via email at anntoole@comcast.net. Toole Recreation Planning will serve as the prime consultant for this project. I will serve as the project manager and principal contact.

Sincerely,

Ann M. Toole, CPRP, CPP



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• JMT	



2. Team Profile

Who is Toole Recreation Planning?

Toole Recreation Planning, founded in 1992, is a small firm with a large presence in parks and recreation. We are based in Doylestown, PA, the county seat of Bucks County, 25 miles north of Philadelphia.

Pennsylvania Recreation and Park Society recognized Ann Toole, CPRP, CPP, as the first “Thought Leader in Action” for being the originator and contributor to every major parks and recreation initiative statewide over the decade. This award cited her leadership in parks and recreation in analytical thinking, collective collaborating, practical problem solving, and exemplary actions. As this award shows, we have a proven record of experience and expertise in parks, recreation, and open space planning and implementation. We are one of the few firms nationwide dedicated to parks and recreation planning with experience in the parks and recreation field as practitioners at

the local, county, state, and national levels of government as well in the private sector.



Recreation facility community
planning meeting 1-24-24



In this work, Ann Toole has helped to shape and transform parks and recreation systems in more than 1,000 projects throughout the United States working through her firm, the National Parks Service and as a



Regent for the NRPA (National Recreation and Park Association)



Wilkes-Barre, PA and Bridgeport, CT gave the Key to the City to Ann Toole for improving their cities through recreation facility planning and implementation.

Johnson, Mirmiran & Thompson



Established in 1971, JMT's Park and Recreation Group, is based in York, PA with offices in Tampa, Orlando, Miami, and Jacksonville. Recreation facility planning in the Municipal Services Division uses Context Sensitive Solutions and Green Infrastructures Initiatives in community planning and engineering services such as: master site plans, site designs and construction documents and management for various park and recreation facilities, design of new parks, redevelopment of existing parks, development of trails, greenway plans, comprehensive plans, innovative sustainable community

solutions, stream restoration and flood hazard mitigation, context sensitive transportation solutions and planning tools and techniques implemented through land use regulations and municipal and multi-municipal projects.

Our team consists of landscape architects, park and recreation facility planners, architects, community planners, economic development specialists, engineers, public involvement specialists, environmentalists, and maintenance and operations specialists.

A Consortium of Experts

Andy Mears, PLA, and Ann Toole, CPRP have worked together for 30 years in recreation facility planning. Neil Beach, PE, Andy, and Ann have worked together for 25 years on many projects recreation facility planning projects in local, county, and state projects as well as for the National Park Service. The team recently completed a park master plan for the National Park Service in Washington, D.C.



Roberto Clemente Jr. cutting the ribbon in Roberto Clemente Park. Andy Mears and Ann Toole won the EPA's Phoenix Award for community impact through park and recreation planning

ROBERTO CLEMENTE PARK, LANCASTER, PA COMMUNITY IMPACT PHOENIX AWARD WINNER

PRIMARY REASON FOR REDEVELOPMENT

Approximately 40 years ago Roberto Clemente Park came into being as part of an urban renewal project in the City of Lancaster, PA. The project resulted in the demolition of neighborhood homes and businesses to make way for a linear park, a new playground, an elementary school and a combined neighborhood (Roberto Clemente Park) Youth Center. The demolition of communities of urban renewal meant higher, year maintenance, and an increasing number of people and dogs in the surrounding neighborhood. Over the 35 year park use a neighborhood today rather than an asset.

FINANCING FOR REDEVELOPMENT

The investment surrounding Roberto Clemente Park was one of the key areas addressed in a strategic plan to revitalize economic revitalization. The plan

was mostly focused on expanding the commercial base and revitalizing the aging housing stock along the corridor. Redevelopment and park improvements were only included as a means to a larger goal of commercial and housing revitalization. However, as the Bear City Group Land Project Partnership began working with the multiethnic neighborhood to create a more vibrant neighborhood revitalization plan, residents clearly expressed the revitalization of Roberto Clemente Park was the key to improving the neighborhood. For such became a vital component of the larger South Side Revitalization Program.

APPROACH

To facilitate redevelopment, the Bear City Group formed a partnership with the School District of Lancaster (SDLE). After three years focused on planning and using the funds received to improve the park, the Bear City Group was fully ready to park construction. However, while doing so, it was important to create systems that would support the park's long-term success. The Bear City Group approached the Lancaster County Planning Commission for assistance through its EPA Revitalization Assessment Program (RAP) grant funds. In coordination with Pennsylvania's RAP Program for assessment and recreation planning.

INNOVATIVE TECHNIQUES

Several innovative brownfield techniques were employed in the Roberto Clemente Park project, including:

1. The use of public-private partnerships to facilitate and finance redevelopment.
2. Use of EPA Revitalization Assessment Program (RAP) grant funds in coordination with Pennsylvania's RAP Program for assessment and recreation planning.
3. Use of a Mesoscopic Human Health Risk Assessment to address (scattered) toxic contamination in soils and
4. Use of innovative management approaches to the ongoing maintenance of the park.

CHALLENGES

There were two primary challenges associated with this project. The first was working with the multiethnic community to develop a neighborhood consensus regarding the redevelopment, particularly as it pertained to Roberto Clemente Park. The second challenge was a technical nature. The rapid entry of new property owners, including a mix of ethnic, age, and ethnic groups, meant the need to systematically evaluate a wide range of potential chemicals of concern, while also taking existing efforts to ensure a safe environment.

KEY PROJECT LESSON: A good plan that is supported by and involves the community in a meaningful way is the key to a successful urban revitalization effort.

RESULTS

The revitalization of Roberto Clemente Park has benefited the park and community alike in the neighborhood and has led to economic growth and an improved quality of life for the multiethnic community. There has been over \$1 million in commercial and residential property investments, construction of new single family homes, the relocation of two new businesses to serve the neighborhood (credit union, beauty salon, insurance, pharmacy, retail store, etc.) and other favorable investments to improve greater protection and vibrancy of the park.

FEATURED PARTNERS

- Bear City Group
- County of Lancaster
- Lancaster County Planning Commission
- Environmental Standards, Inc.
- South Side (South) Roberto Clemente Park
- Neighborhood Advisory Committee
- School District of Lancaster
- Lancaster Street & Street
- Rep. Mike Steffe, Pennsylvania House of Representatives
- U.S. Environmental Protection Agency (EPA)
- Local Recreation Planning
- PAE Site Cleanup and Planning
- CommunityHealth of Pennsylvania
- High Industries, Inc.
- West Penn Regional Foundation
- State Agency for Historical Preservation
- M & T Bank
- City of Lancaster

The U.S. Environmental Protection Agency recognized Ann Toole and Andy Mears of JMT for their planning work on Roberto Clemente Park in Lancaster. They earned the Phoenix Award for Community Impact saying that they created a "Good Plan that is supported by and involves the community in a meaningful way is the key to successful community revitalization effort."



Fifth graders' design Charrette

Team translated kids design into playground master plan

Team connected with community group, created a "how-to" fundraising project, and launched it!

The Payoff: fundraising \$1,800,000+ and going!

Ribbon cutting October 2, 2020.

Warrington Borough Playground for All Project

Toole Recreation Planning developed a Park, Recreation and Open Space Plan for Warrington Borough, Photos show the park master plan in conjunction with the project that featured teaching the community how to fundraise, playground design by youth, extensive community involvement, in addition to a trail plan, open space acquisition with one of DCNR's largest grants, conservation planning, and a PRPS award to the Borough for environmental education programming.

Consultant Qualifications

Our qualifications center around five factors:

- A. Leadership
- B. Development of public participation processes
- C. Development of planning documents and design of public parks and recreation facilities
- D. Development of policies and procedures for operation, management and maintenance of public park and recreation facilities.
- E. Effective communication of recommendations and implementation strategies.

We present our qualifications in these areas as follows.

- A. **Leadership** - Ann Toole received the Thought Leader in Action Award for leadership in developing and carrying out every major statewide parks

Pennsylvania over a decade including the Pennsylvania Urban Parks & Recreation Alliance, the Pennsylvania Park Maintenance Institute and the Good for you branding and promotional campaign for parks and recreation. She serves as a Regent for the National Recreation & Park Association's Park Maintenance Management School and teaches park maintenance under North Carolina State University's auspices. Ann and Andrew traveled to New Orleans, LA to receive a Phoenix Award from the United States Environmental Protection



Agency. This prestigious award was in recognition of their community engagement work in using a park master plan for build a sense of community that worthy of national recognition.

B. Similar Projects – Our award-winning team has developed more than 1,000 similar projects, many funded by grants. However, each is unique. We are working diligently and creatively in adapting recreation planning to the post-pandemic “new normal”. We are working with our extensive network of parks and recreation colleagues



Toole Recreation Planning and JMT collaborated on the planning, design, and construction of recreation facilities for Coatesville for a park for all ages. We received Pennsylvania's **Green Park Award**. We helped to secure funding from numerous sources including Disney and American Water as well as several area businesses and organizations and state grants.

across the country in gathering real time information on practices underway and being created to position parks and recreation as essential to quality of life and economic development.

C. Development of Public Participation Processes –

Community engagement is our calling card. Our team has won awards from the U.S.



Environmental Protection Agency, the American Society of Landscape Architects, the



Pennsylvania Recreation and Park Society, the America Academy of Parks & Recreation Administrators, and several cities for our public involvement processes and their positive impact on the community. We have collaborated with state and federal agencies in formulating methods for public outreach including surveys, focus groups, innovative outreach, and methodology that gets past “check list” kind of planning into more meaningful community engagement. We are now working with the Bureau of State Parks on public engagement to develop strategies for managing overcrowding and protecting resources in state parks.

DEI - We work in highly diverse environments and strive to bring diversity, equity and inclusion to every community. Our plans have helped in

D. Planning, Design, and Implementation for Public Parks and Recreation Facilities – Among the 1,000+



newly diversifying communities. Most of our DEI work involves non-traditional methods such as

partnerships with faith-based institutions, community based organizations.

Ann Toole serves as the Regent responsible for the development of the DEI course work for the students in the NRPA Park Maintenance Management School. PRPS featured her article on DEI in the workplace on its current magazine cover.



Parks and Recreation Planning Workshops engaging youth, families, and senior adults.

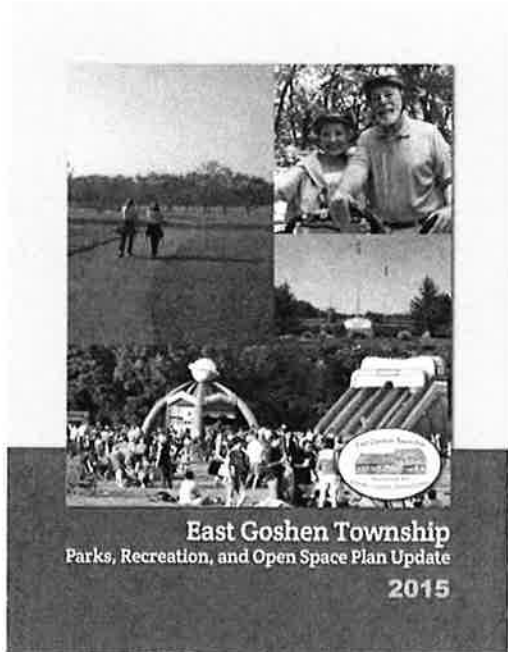
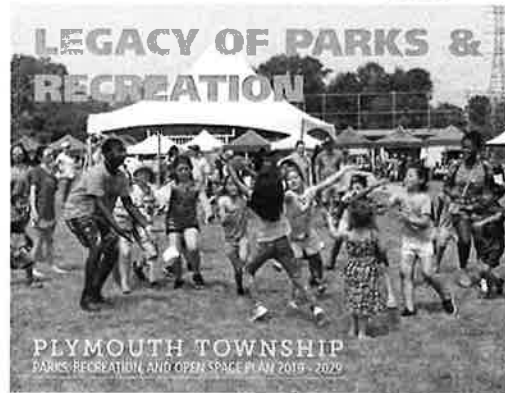
projects that we have undertaken, all include planning documents and design of public parks and recreation

facilities. This includes planning and design for local, county, state and national parks. Examples of the diverse range of our recent work include a strategic plan for the Appalachian Trail Museum, the Visitor Management and Resource Protection Study for the Bureau of State Parks, a master plan for a new National Park, a fundraising project, and re-visioning the 20-year-old Greater Plymouth Community Center that largely serves senior adults. Our projects focus heavily on inclusion not only addressing physical barriers but also the full range of services to ensure inclusion of people of all ages with a wide variety of needs beyond physical challenges alone. serving people on the autism spectrum, reducing the isolation of the aging, cultural inclusion, economic disadvantages, and other opportunities to engage and serve people specific to the community.

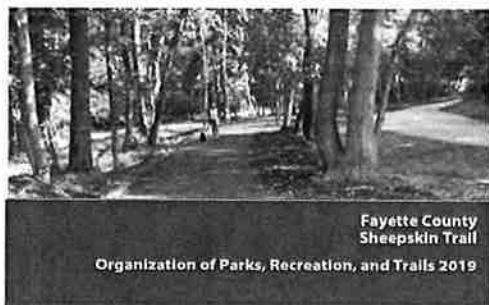


National Gold Medal Finalist

Our Parks, Recreation and Open Space Plan for East Goshen Township resulted in successful implementation of recommendations that enabled the Township to be Pennsylvania's first finalist for a national Gold Medal Award as one of the finest parks and recreation systems for a municipality of its size in the USA. East Goshen was a finalist four years in a row.



Parks, Recreation and Open Space Plan:
Pathways to Our Future
2018 - 2027
Warrington Township





E. Development of Policies and Procedures for Management, Maintenance and Operation of Public Parks and Recreation.

With our expertise rooted in our experience as practitioners in the field, policies, procedures, and policies figure prominently in our work.

Toole Recreation Planning regularly develops policies and procedures collaboratively with clients in municipal, county, state and national parks organizations. This includes the development and advancement of the Good for You, Good for All statewide



PENNSYLVANIA
PARK MAINTENANCE
INSTITUTE

marketing campaign for public parks and recreation, the Pennsylvania Park Maintenance Institute including securing funding and partnerships for it, and

the NRPA Park Maintenance Management program. Our work in this area has the value of generating partnerships, sponsorships, revenues, cost savings, more efficient allocation of resources, and significant improvements in maintenance of facilities and the delivery of programs and services. JMT regularly works with state departments of transportation planning and polices that include non-motorized transportation. Our polices have been used as models to assist parks and recreation departments statewide.

F. Effective Communication of Recommendations and Implementation Strategies to officials, non-profits and stakeholders. This is a core value of our work. One of the reasons that we have long-term relationships with our municipal clients is that we communicate effectively to ensure that our plans are



implemented through creative, practical means with a mix of public and private support. We provide monthly progress reports, meet with our clients at strategic times and when the client wishes, and are pursuing new means of communicating on dedicated platforms to enable people to access documents appropriate to their role on the project.

Personnel Assigned to the Project

Toole Recreation Planning – With more than 35 years of experience in all aspects of parks and recreation, Ann Toole, CPRP will serve as the project manager. Ann will coordinate all planning elements and be responsible for civic engagement, programs, operations and management, maintenance, partnerships, financing and critical thought in synthesizing all information.

Johnson, Mirmiran and Thompson (JMT) –Andrew Mears, PLA, will serve as the lead Landscape Architect and partner in community

engagement.

Coatesville Parks & Recreation Plan Client's Comment

I am beyond impressed with how thorough and well organized this plan is. I particularly like how focused your recommendations are for Year 1, which will set the stage for moving forward with all of the other recommendations.

Kudos and thanks to all of you - I'm very excited to see how we can make all of this happen!

Frances M. Sheehan, President and
CEO
Brandywine Health Foundation

Mr. Beach, PE, has extensive experience in engineering on a full range of projects including transportation and transit planning, preliminary engineering, and design projects and he provides clients with a solid understanding of the entire project process from beginning to end. Mr. Beach has been involved in projects in many states in community, main street, and downtown planning efforts focusing on multimodal solutions and working with multi-disciplined project teams including



urban planners, landscape architects and construction management staff. He has experience preparing cost estimates, roadway improvements, drainage improvements,

bicycle/pedestrian accessibility and safety, streetscapes, parking strategies, and access management strategies.

Maintenance Institute – Toole Recreation Planning conceived, planned, developed, and launch the Institute, a major initiative to deal with the most pressing problems in recreation systems: maintenance. We that has already

public parks and insufficient park developed a business plan generated funding and the

Institute is expected to be self-sustaining in five years. Toole Recreation planning secured funding from TORO and private foundations for multi-year support. First established as the Pennsylvania Park Maintenance Institute, the Institute has grown to be nationally recognized with a name change to the Maintenance Institute.



Firm Profiles, resumes and projects sheets are in the Appendix.

References

1. Delaware County

Marc Manfre, Director
 Delaware County Parks and Recreation Department
 1671 N Providence Rd, Media, PA 19063
 610.891.4663
ManfreM@co.delaware.pa.us

Projects: 2024 - 2014. Delaware County 2035 Parks, Recreation and Open Space Plan, Open Space and Trails Project, Seven County Park Master Plans to Improve parks. Open space and Trails Project. Trail grant. Delaware County Parks, Recreation and Open Space Plan, needs assessment, operations, management, programming, and financing components. Little Flower Manor County Park Feasibility Study including historic building and Master Plan. Public Outreach and Community Engagement in all projects. Park maintenance, finance, and strategic plan with benchmarking.



Anne Stauffer, Deputy Director, Parks & Recreation Department (formerly Delaware County Environmental Manager in the Planning Department)
Delaware County Parks and Recreation Department
1671 N Providence Rd, Media, PA 19063
610.891.4663
StaufferA@co.delaware.pa.us

Projects: 2021 – Current. Delaware County Open Space and Trails Project. Green Ways Grant Program. Parks and Recreation Planning for park maintenance management. Trail Grant. Advisory Committees. Return on Environment study and publication.

2. Lower Makefield Township

Monica Tierney, CPRE, MBA, MS, Director
Lower Makefield Township Parks and Recreation Department
Lower Makefield Township
1550 Oxford Valley Rd.
Yardley, PA 19067
267.274.1112
monicat@lmt.org

Projects: 1995 – Current for the Township and 2021 – current with Ms. Tierney. Public Outreach and Community Engagement in all projects. Parks and Recreation Plan 1995. Oxford Valley and Roelofs Road Park Master Plan. (1997). Parks, Recreation and Open Space Plan, “Play for All” 2022. Macclesfield Park Master Plan 2022-2023.

3. South Middleton Borough

Kurt Uhler, Public Works Director
524Park Drive
Boiling Springs, PA 17007

Projects

South Middleton Borough Parks, Recreation, and Open Space Plan
Park Master Plans: Three park master plans including Spring Meadows and two Campus Drive Parks. All included maintenance planning.

4. TTF Partnership

Julie Slavet
Executive Director
Tookany/Tacony-Frankford Watershed Partnership, Inc.
At the Globe Dye Works
4500 Worth Street, 3rd floor



Philadelphia, PA 19124
215-744-1853
Julie@tffwatershed.org
www.tffwatershed.org

Project

Master Plan for Tacony Creek Park, a park owned by the City of Philadelphia and managed by a private partner. Secured funding and conducted extensive public outreach.

5. East Whiteland Township (Ann Toole)

Steven Brown, Director of Property and Recreation
209 Conestoga Road
Frazer, PA 19355
610-648-0600
sbrown@eastwhiteland.org

Projects

East Whiteland Borough Parks, Recreation and Open Space Plan
Bacton Hill Park Master Plan, including grants and maintenance planning
Down East Park Master Plan

6. Northampton County Parks and Recreation Department (JMT and TRP, Andy and Ann)

Bryan S. Cope
Superintendent of Parks & Recreation, Northampton County
14 Gracedale Avenue
Nazareth, PA 18064
Office: 610.829.6402 Cell: 484.408.5216
bcope@northamptoncounty.org

Projects:

Gall Farm Master Plan and construction



3. Project Approach: Methods and Procedures

Trailer Estates has a strong commitment to deliver high quality recreation facilities, programs, and services that will enrich the lives of the residents. As such, TE wishes to retain a professional consulting team with proven expertise in developing a practical, implementable **Recreation, Facilities and Amenities Plan**.

This Plan can be transformative in setting forth the vision for the next ten years with immediate short- and long-term improvements. It will accommodate current and future recreation needs and interests of the community.

Our Understanding of the Project

We understand that Trailer Estates wishes to design, develop, and implement recreational facilities that will provide a vibrant and engaging environment for your residents. The master plan must be tailored to the needs, interests and preferences of

your residents using a mix of existing amenities and new construction. The master plan will include:

- An assessment of existing facilities from a condition, needs and aesthetic perspective.
- Identification of updates needed.
- Recommendations for recreational activities with corresponding facilities to promote physical activity, social interaction, and overall well-being.
- Collaboration with trailer Estates Board of Trustees and Management to explore and prioritize ideas and concepts for recreation.
- Development of a detailed project plan with timelines and estimated costs.
- Identification of funding sources that are a mix of grants, gifts donations, loans, bonds, and revenues.



Trailer Estates Recreation Facilities and Amenities Master Plan Proposed Plan Phasing



Scope of Services

While the Scope of Services will basically conform with the TE's vision and the RFP, we will meld these with the public sentiments and our experience. This affects all aspects of parks and recreation from facilities to programs and very significantly for this project: community engagement.

Project Launch

Coordination with Lee Morris. Set up Site Visit. Coordinate with Board of Trustees. Coordinate field work, interviews, Trustees meeting and Public Open House

Discovery

Site Visit 1: Three Days

- Committee Meeting. Inventory with whomever wants to participate. Field assessment \
- Inventory report and information collection and review
- Board of Trustees Work Session – Initial Input
- Interviews
- Survey Initiation
- Open House for Residents

Off-Site

- Coordination with Lee Morris
- Analysis, Resident Input, and Report Production
- Survey Development, Review, Approval, and Implementation
- Report on Facilities
- Information analysis and Report on O&M, programming, financing.
- Research on financing.



- Report on resident opinion.
- Preparation of Site Plan for Site Visit 2

Assessment and Recommendations

Site Visit 2: Three Days

- Board of Trustees Work Session on Assessment and Recommendations
- Review of facility assessment and O&M, programming, and financing
- Open House for residents

Off-Site

- Coordination with Lee Morris
- Report Development based on the concept plan, O&M, and implementation 35-50 pages.
- Any further interviews

Implementation

Site Visit 3

- Board of Trustees Work session on implementation and report
- Open House for residents

Off Site

- Coordination with Lee Morris
- Finalization of Report. revision
- Submission of final report

Online Public Engagement

We are using a new platform for online public engagement in which we are conducting a public opinion survey but using that as a launch for ongoing online public engagement to address parks, recreation, and trail topics. To experience this, click on this link to a parks, recreation, open space, and trails plan survey:

<http://metroquestsurvey.com/nb2y2e>

Following this survey, we will be launching a survey for a park master plan in the community. We launched a survey yesterday and got 136 responses in the first day. This platform is highly interactive, engaging, informative and fun.

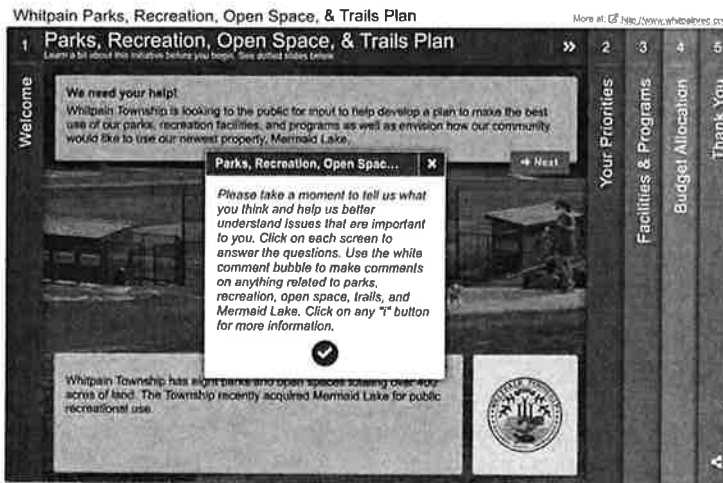


Image of our Parks, Recreation, Open Space and Trail Plan Survey Underway

Implementation Schedule						
GOAL:						
Years 1-3	Years 4-7	Years 8+	Recommendation	Responsible Party	Potential Cost	Potential Revenue Sources

Deliverables

We will provide an electronic copy of the report and a display map of the master plan. inch maps. with the plan covers.

Executive Summary

An attractive plan summary will be the hallmark of the plan. We find that this is the most important piece in terms of public consumption. We will provide 25 copies and an electronic version.



4. Proposed Project Timeline

Month	1	2	3	4	5	6	7	8
Project Launch	*							
Site Visit 1		*						
Off-Site Analysis		*	*			*		*
Site Visit 2			*	*		*		
Off-Site Analysis					*			
Site Visit 3						*		
Off-Site Report Production						*		
Final Draft							*	
Final Revision & Plan Production								*



Toole Recreation Plan did the management, maintenance, program and financing plan for the Washington Crossing State Park Master Plan. Before this plan, the park was closed. Since our plan was implemented, park visitation and programming has dramatically increased, private fund raising largely supports operations and the state has increased its investment in the park.

*Congratulations on winning the **2015 Preservation Achievement Grand Jury Award** from the Preservation Alliance for Greater Philadelphia for the **Sustainable Future of Washington Crossing Historic State Park Master Plan**. I would like to commend Washington Crossing State Park on the exceptional work of **Toole Recreation Planning** on your achievement.*

Caroline Boyce,
Executive Director
Preservation Alliance of Greater Philadelphia



5. Proposed Budget

Project Launch	5,000
Discovery: Inventory	15,000
Assessment and Recommendations	20,000
Implementation	20,000
TOTAL Professional Fees	\$70,000
Travel	\$10,000 for three trips of three days each
Total Proposed Price	\$80,000

Toole Recreation Planning



Firm Profile

...A firm devoted exclusively to recreation planning

Toole Recreation Planning is serious about good recreation planning - planning that stirs the imagination as it meets community need and operates within tight resources.

In these increasingly challenging times, good recreation planning is crucial to the quality of life for both individuals and the community. **Toole Recreation Planning** offers a full range of professional planning services:

- Park, Recreation & Open Space Plans
- Park Master Plans
- Facility Planning: Operation, Programming, and Management
- Consensus Building and Public Involvement Projects
- Alternatives to Traditional Operations & Management

Through an excellent network of local and national contacts, **Toole Recreation Planning** works with teams of landscape architects, architects, engineers, planners, and economic development specialists in fusing a multi-disciplinary approach to recreation and community-oriented projects. The firm's experience is rooted in over twenty-five years of experience in parks and recreation in local, county, state, and national park and recreation organizations. **Toole Recreation Planning** enjoys a record of successes in meeting the challenges posed by a variety of projects.

As a small firm, clients are guaranteed the services of a Certified Parks & Recreation Professional directly and fully involved in the project. Our approach is to go beyond the collection of data and the delivery of information. We help to devise approaches to position the parks and recreation organization as an essential service and move projects in the direction of implementation. With this entrepreneurial approach, we often find that the plans are being implemented as they are being developed. Our best work results from interaction with knowledgeable clients who challenge our thinking.

Toole Recreation Planning brings singular expertise and a common sense perspective to this professional discipline. From concepts to action plans, the firm proves its commitment to clients



Ann M. Toole, CPRP, CPP

CEO, Toole Recreation Planning

Expertise

Ann brings substantial expertise and career experience to parks, recreation, greenway, trail, and civic engagement projects in the northeastern United States. She managed the state and community planning program for the 14 northeastern states for the National Park Service for 10+ years. This also included work on special NPS projects such as developing policies on donations, development of friends groups maintenance management, She founded Toole Recreation Planning in 1992 and has been integral in the development of innovations that contribute to the advancement of the field of parks and recreation such as the establishment of the Pennsylvania Park Maintenance Institute and the Urban Parks and Recreation Alliance. The Pennsylvania Bureau of State Parks has retained Ann to work on developing a model Visitor Management and Resource Protection Plan. In addition to leading projects, Ann serves on NRPA's Board of Regents for the national Maintenance Management School, teaching under the auspices of the University of North Carolina, and the NRPA's Community of Practice on Drug Prevention. She has been invited to present at the International Urban Parks Conference in 2021.

Experience

- Toole Recreation Planning, (Founder and CEO): 1992 - Present
- National Park Service, Acting Division Chief, Community Planning 1979 - 1990
- Warminster Director of Parks and Recreation 1977-1979
- NJ Dept. of Environmental Protection, Outdoor Recreation Planner 1975-1977
- Maryland National Capital Park & Planning Commission 1974
- City of Wilkes-Barre Parks and Recreation Worker 1973

Representative Projects

- National Recreation and Park Association, Board of Regents, Park Maintenance Management School. Faculty member of the Park Maintenance School under the auspices of the University of North Carolina in a park maintenance certification program 2015-current.
- Park master planning projects in 47 counties in PA, MD, NJ, WV, CT, and SC. This includes several national heritage corridors.
- National Park Service, Buzzard Point Master Plan. 2017-2018.
- Pennsylvania Bureau of State Parks, Visitor Management and Resource Protection Plan, 2018 – 2020.
- PA DCNR and PRPS – Planning, establishment and funding of the Pennsylvania Park Maintenance Institute. 2017 – current
- Washington Crossing State Park Master Plan resulted in transforming a closed park into a thriving nationally significant historic park supported by legislative initiatives and a mix of public and private resources. 2015.
- National Park Service – Managed the Urban Park Planning Program in the 14 northeastern states including Newport News, VA 1979-1990. Park planning projects in all 14 states and the District of Columbia.

Education

- University of Maryland graduate studies (36) in parks & recreation .
- BA Misericordia University in Psychology.

Recognition

- PRPS - Pennsylvania's Thought Leader (2018) (See attached)
- Preservation Alliance of Greater Philadelphia for exceptional work on the Sustainable Washington Crossing State Park Master Plan (2015).
- U.S. EPA (Environmental Protection Agency) Phoenix Award: *"worthy of national recognition as our Community Impact Winner because the project shows that a good plan that is supported by and involves the community in a meaningful way is the key to a successful revitalization effort" on park master plan.*
- American Academy for Park & Recreation Administration for best article over three-years.
- Commonwealth of PA: Two Green Park Awards (first award made) Wetherill Park and Coatesville in 2020.
- Keys to two cities for improving them through parks: Bridgeport, CT and Wilkes-Barre, PA.
- Citations: National Park Service.
- Outstanding Young Citizen of Bucks County Pennsylvania
- Invited 2021 International Urban Parks Conference. Presentations at national, regional, and state conferences since 1977.



Thought Leader in Action Citation

November 14, 2018

I am extremely pleased to present the first-ever citation of its kind to one of our members who has, over an extended period of years, repeatedly initiated leadership in analytical thinking, connective collaborating, practical problem-solving, and exemplary actions.

The ability to absorb an inordinate amount of disparate information, distill and analyze its importance, and synthesize and lead an appropriately ambitious solution, is the sign of a valued thought leader.

Our recipient is a long-time member who works as a consultant in the profession, but whose *voluntary* contributions to PRPS and our profession are what we want to recognize today.

This member has been an initiator and vital contributor in every one of our most influential large ventures over the past decade. These statewide projects have done much to advance the standing and visibility of our profession among our members, our agencies and departments, our stakeholders and partners, our clients and customers, and the public at large – and include:

- The Urban Recreation Initiative, which matured into the Pennsylvania Urban Parks and Recreation Alliance.
- The *Good for You, Good for All* statewide marketing and branding campaign for Pennsylvania recreation and parks.
- Recognizing the value, and helping to develop the PRPS Agency of the Year Award.
- Presenting on a variety of topics of expertise at our Annual Conferences and other venues.
- Early grasping the extent and devastation of the opioid epidemic and how recreation can play a vital role in preventative treatment for drug abuse and other risky behaviors. Along with our Opioids Task Force, she spearheaded a new partnership with the Pennsylvania Chapter of the American Academy of Pediatrics, and the development of a recent foundation grant application to fund and create a Pennsylvania Youth Sports Opioids Education Program.
- Early recognizing the huge problem that park maintenance was becoming and has become. Voluntarily articulating both the challenges and a statewide response in a series of grant applications that eventually produced the funding to determine the Pennsylvania Parks Maintenance Institute.

As a park and recreation professional, she is an exemplary thinker, leader, planner and doer we would all do good to emulate. I am most happy to present Ann Toole with the very first Thought Leader in Action Citation.

A handwritten signature in black ink that reads 'Tim Herd'.

Tim Herd, CPRE
Chief Executive Officer

Ann Toole, CPRP, CPP

City of Coatesville



Parks, Recreation & Open Space Plan. Palmer Park Master Plan. Patton Park Playground Project. Regional Parks & Recreation Plan. Park Safety Project. Grants. Public-Private Partnerships.

What did the Brandywine Health Foundation do to help the City of Coatesville to revitalize, improve public health, and make the community safe? The Foundation hired Natural Lands and Toole Recreation Planning to work with the City to create an action plan to achieve these goals through parks and recreation. With little funding but a lot of imagination, heart and know-how, our team worked closely with the community to forge common bonds that brought about remarkable changes in the community.

Plan Accomplishments

- Created plan to revitalize a deteriorated park based upon stormwater management and water quality. Pennsylvania American Water and the National Recreation & Park Association funded it in 2017, *one of only two projects funded nationwide*, the other one in California. Disney funded a “Meet Me in the Park” project, one of only 16 nationwide.
- Created a plan and secured funding to revitalize a park by building a new playground and organizing a Park Friends Group to help build, maintain and program it.
- Orchestrated a regional multi-municipal partnership of five municipalities and the school district to collaborate in parks and recreation.
- Formed a partnership with the City of Minneapolis to launch a “Street Reach” program in Coatesville in response the number one public need identified here: make the parks safe. Secured grant funding to hire staff for the program and obtain training from Minneapolis. Launch on the street: July 2018.
- NRPA featured this work in its June 2018 edition of **Parks & Recreation** magazine.

Parks, Recreation & Open Space Plan Partnership & Private Fundraising Park Master Plan with Playground

Warrington Township used the Parks, Recreation, and Open Space Planning process to build partnerships, launch new park master plans, and secure funding of more than \$3,000,000 through grants and private fundraising. The plan was based on a robust public outreach process that engaged people of all ages. Toole Recreation Planning lead the planning effort that resulted in the master planning and development of a state-of-the-art playground for all rooted in nature and intergenerational play, the acquisition of the last significant open space property, the development of a township wide trail system, and a partnership with a community based organization that has raised \$1.5 million for the new playground. The plan and park master plan culminated in a community celebration attended by several hundred people on a cold fall day that included a full range of citizenry from the children who helped design the playground through elected township officials, a congressman, the state senator and three state representatives. Local businesses pitched in with food and beverages for a mighty fine lunch.

Results

- Cost of the master plan resulted in a financial return to the Township of 60 times over.
- New public private partnerships in parks and recreation will support park improvements and operations.
- The Township won statewide recognition in a PRPS award for the environmental aspects of the planning.
- Now under construction, the playground is non-traditional, accessible, designed for intergenerational play as a place where families will spend many hours.
- Increased capacity to manage parks and recreation.





Roberto Clemente Jr. cutting the ribbon in Roberto Clemente Park



"Any time you have the opportunity to make a difference in the world and you don't, then you are wasting your time on earth."

Roberto Clemente

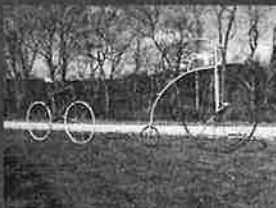
Roberto Clemente Park

What do baseball and the U.S. EPA Brownfields Program have in common? How about the successful renewal of the Roberto Clemente Park in Lancaster, Pennsylvania! Roberto Clemente Park was a remnant of 1960's-era urban renewal; once a place of community pride and celebration, the park fell into disarray and became a poorly maintained, underutilized, and a contaminated brownfield in one of Lancaster's oldest communities, where one-third of the residents live in poverty. In 1998, the Inner City Group, a nonprofit coalition of neighborhood-based organizations, was charged with revitalizing this once vibrant and celebrated park as part of a larger economic development effort in the community. YSM and Toole Recreation Planning collaborated on the park master plan. Toole Recreation Planning focused on the public participation, programming, management, and financial planning. The public participation process was presented as a model of culturally diverse inclusive planning at the United Nations' Conference on Racism in Durban, South Africa. The project earned a Phoenix Award, the highest national award of the EPA for brownfield projects, as follows "*The Roberto Clemente Park Project is worthy of national recognition as our 2008 Community Impact Winner because the project shows that a good plan that is supported by and involves the community in a meaningful way is the key to a successful urban revitalization effort*". This was also the subject of an article in PRPS magazine on turning a neighborhood around through park planning.

Results

- Complete rehabilitation of the park based upon consensus achieved among culturally diverse neighbors.
- \$153,000 in brownfield's funding as a pilot project for the EPA leveraged another \$700,000 for the park revitalization.
- Improved community relationships.
- New partnerships in maintenance, operations and programs.
- Spin-off neighborhood revitalization.

East Goshen Township



Parks, Recreation, & Open Space Plan Update in conjunction with the East Goshen Township Comprehensive Plan

East Goshen Township's goal was to update their 1995 parks, recreation and open space plan with a strategy to revitalize their beloved but aging and worn recreation facilities, connect the community for safe bicycling and walking, and provide for the long-term sustainability of parks and open space with respect to municipal resources. The **Plan Update** was undertaken as part of the Townships' development of a **Comprehensive Plan**. By undertaking the two plans simultaneously, the Township was able to streamline the planning process more efficiently and effectively than undertaking the projects separately. The plan adoption process is in progress with adoption expected in late summer 2015.

Results

- The implementable plan was already being carried out as the process was underway.
- Grant funding was secured for the main recommendation of a plan for the Paoli Pike Multi-Purpose Trail.
- The Paoli Pike Plan is nearing completion.
- A master plan for the main community park is in progress with special focus on the playground as specified in the Plan Update.
- Organizational changes have been implemented to give priority to park planning, design and sustainable maintenance.
- New programs and services are serving citizens of all ages and interests.

Ann Toole, CPRP, CPP

Maintenance Management School

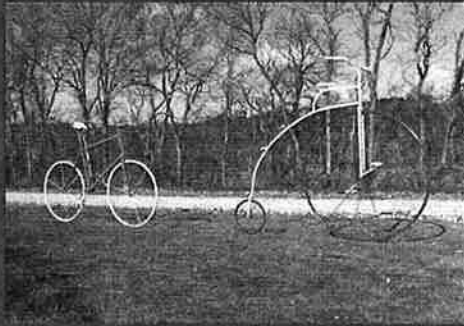
National Recreation & Park Association, Oglebay National Training Center, and North Carolina State University

Ann M. Toole, CPRP, CPP has served on the National Recreation & Park Association's Board of Regents for the Maintenance Management School since 2015. Her responsibilities include planning the curriculum, student outreach, evaluation, instructing under the auspices of North Carolina State University, sponsorships, and partnerships.

The national school serves 250 students annually, with a waiting list, from throughout the United States as well as international students. The purpose of the school is to teach parks and recreation management and staff how to maintain and manage park maintenance in a wide variety of facilities. The students earn certification in Park Maintenance Management upon successful completion and testing in the two year program.

Using state of the art information and best management practices, Ms. Toole's practical experience in developing and managing park maintenance has fostered advances in park maintenance in systems nationwide at both the staff and management levels. Curriculum is wide ranging such as preventive maintenance, turf, stormwater, natural resources, buildings, special use facilities, customer service, public image, signage, liability, public safety, financial management, supervision and leadership, trails, wildlife management and the students' capstone project of the development of a park maintenance management plan. Organizing small groups of students, the faculty engages the students in a real life exercise of developing a maintenance plan for a park with diverse facilities complete with budget challenges, political pressure, and civic engagement. Students consistently give high ratings to Ms. Toole citing her practical knowledge, engaging manner, and practical expertise as motivating them to apply what they learned on their own jobs!





York Heritage Rail Trail Plans

- Strategic Management Plan 2006
- Update: Strategic Management Plan 2011
- Second Update: Strategic Management Plan 2016
- York Hanover Trolley Trail & Management Plans 2005, 2006

Toole Recreation Planning worked with the York County Rail Trail Authority on the development of a Strategic Management Plan in 2006. In 2011, the two organizations again collaborated on an update of the 2006 plan. In 2016, the Authority retained Toole Recreation Planning to undertake its third management plan. The Authority is a private non-profit organization that operates separately, yet collaboratively, from county government and is funded through private fund-raising, grants and structured support from the hotel tax.

The 2006 and 2011 plans were successfully implemented over the last ten through trail planning and development, multi-municipal maintenance agreements, technical assistance, fund-raising, partnerships, community support, grants and securing vital linkages. In 2016, the update is focusing on further trail development, the role of the YCRTA, implementation of the York County Bicycle Plan, financing, and county and municipal partnerships. An important focus that is emerging is in positioning trails for tourism and economic development.

Toole Recreation Planning worked on the development of the York Hanover Trolley Trail Master Plan. This included trail plan and development, a management plan and the negotiation of multi-municipal partnerships for trail maintenance.

Results

- York County Rail Trail generates over \$4.5 million in annual economic benefit in York County.
- Maintenance management plans in place for the facilities
- Private sector provides support

Ann Toole, CPRP, CPP

National Park Service

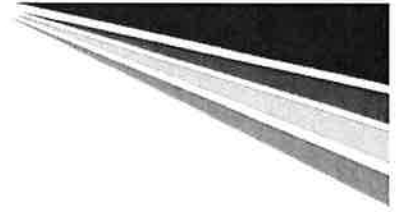


Northeastern United States Parks and Recreation Community Planning

Ann Toole managed the National Park Service's parks and recreation planning program for the 14 northeastern United States from Maine to West Virginia. Parks and recreation planning and projects focused on states, counties and municipalities focusing on a wide range of outdoor recreation opportunities including parks, trails and greenways. Projects included the development of state comprehensive outdoor recreation plans, park development, river conservation, rehabilitation, and innovation projects to demonstrate creative approaches to management and operations, maintenance and public involvement. Special projects included National Park Service programs including the development of the park friends' program with associated policies and a maintenance management system for national parks.

Representative Accomplishments

- Participated in the creation of friends of the national parks programs and policy formulation on sponsorships.
- Fostered innovations in management and operation of parks systems including alternative funding sources.
- Worked towards the establishment of a maintenance management system for national parks.
- Planned and implemented two national conferences on trails and park friends.
- Earned the keys to two cities, Bridgeport, CT and Wilkes-Barre, PA and a national award from the American Academy for Park and Recreation Administration.



Profile of the Firm

FIRM'S EXPERIENCE

Johnson, Mirmiran & Thompson, Inc. (JMT) has developed an expertise in park and recreation planning and trail design. Our Team Leaders are experienced in conducting research, facilitating public meetings and interviews, and working with both public and private sector stakeholders to determine and implement the appropriate design best suited for the project site. Our Team approaches design and engineering tasks with a depth of experience and an understanding of current and upcoming trends to ensure the results improve the community and transform the project site into a neighborhood focal point. Our relevant experience and resumes contained in this section reflect the expertise and skills required under this contract.

Corporate Overview of JMT

Established in 1971, JMT is among the forerunning planning, engineering, and landscape architectural firms in the eastern United States. JMT is ranked Number 57 of the Top 500 Design Firms in the country—as rated by *Engineering News Record* (2018)—a testament to our success to completing projects on time with the client in mind.

JMT is one of the leading planning and engineering firms developing park master site plans, site designs, and construction documents. We lead the way in helping our clients establish new parks and redevelop existing parks. Our experience includes developing trails, greenway plans, comprehensive plans, innovative sustainable community solutions, stream restoration, flood hazard mitigation, context sensitive solutions, and planning tools and techniques. JMT staff has experience working with PennDOT, counties, local municipalities, and other review agencies that may require application for approvals to successfully move a project through design to construction. The JMT Team works collaboratively with construction management staff to ensure constructability of design and clarity of design specifications.

For this pursuit, JMT has assembled a team exclusively dedicated to providing professional design services and consultation to the County. This team consists of engineers, landscape architects, planners, public involvement specialists, environmentalists, and maintenance and operations specialists. The following describes several of our capabilities as they relate to our Chester Creek Trail design team:

Trail Design: JMT has experienced professionals highly skilled in design and development of construction documents of a variety of trail projects through the mid-Atlantic region. Our trail design team works collaboratively with our clients to ensure a project that best meets the needs of the agency and general public while complying with various funding requirements and cost/budget constraints. JMT project engineers and landscape architects, supported by surveyors and environmental specialists have experience with preparing construction plans which comply with state and local requirements, including PennDOT.

Landscape Architecture and Site Planning: JMT has experience with the planning and design of a variety of public works projects including park and recreation, site, utility and facility improvements. Our project planners and engineers, supported by surveyors and environmental specialists, have experience with preparing topographic surveys, subdivision/land development plans and building plans to comply with state and local requirements, including PennDOT.

Our **Complete Streets Planning & Design Group** consists of highly-qualified pedestrian and bicycle experts, transportation and land use planners and engineers, traffic engineers, economic development specialists, and landscape architects specializing in active transportation solutions, and community enhancement strategies supported by technicians such as GIS specialists and graphic artists. As a **member of the National Complete Streets Coalition**, we bring subject matter experts such as Jon Conner, PLA, LEED AP®, a member of the Coalition’s Speakers Bureau, to provide technical guidance and a national perspective to our team. Our experience includes working with state, county, and local government agencies alongside community organization and citizens.

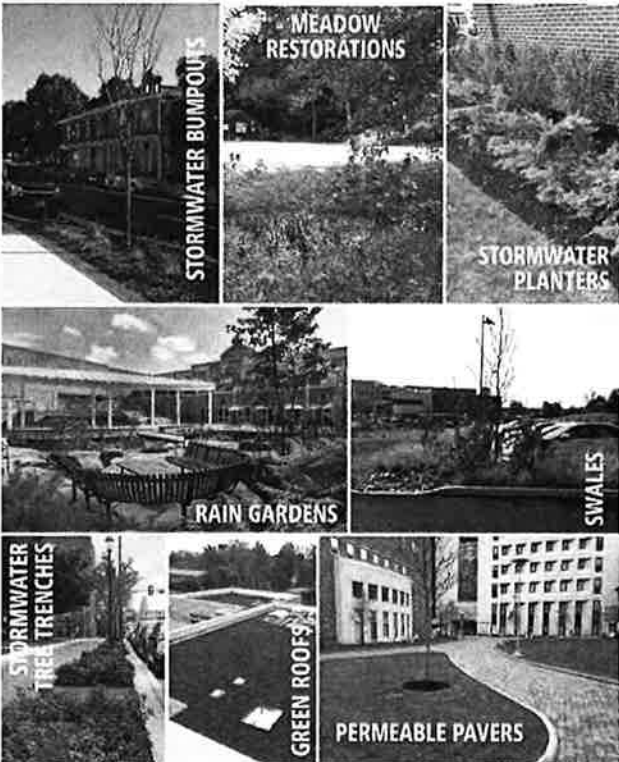
Water Resources: JMT staff provides a wide array of planning and engineering services, including Low Impact Development and Green Stormwater Infrastructure designs for trail and site/civil projects. We have developed studies and design solutions sensitive to the context of the community, utilizing both conventional and natural solutions based upon the local environment and stakeholder needs. JMT’s water resources services include watershed evaluation and modeling utilizing both time-tested and state-of-the-art modeling methods, bridge and culvert H&H, analysis of hydraulic/storm drainage systems, drainage improvements, floodplain analysis and modeling, flood proofing/flood damage reduction measures, assessment and design of stormwater management facilities, water quality enhancement facilities utilizing Best Management Practices (BMPs), stream and floodplain restoration using a number of techniques including Rosgen Stream Techniques and natural channel stability, and ESPC/PCSM and NPDES permitting in accordance with state and local requirements.

Applying Best Management Practices

JMT makes every effort to provide innovative stormwater solutions on all projects. We are continually looking for ways to improve our designs, improve our methods and leverage technology to improve efficiency and quality. We are known for designing sustainable, cost-effective BMPs which blend seamlessly into the characteristics of each community. We frequently engage academia, such as Villanova University (Dr. Robert Traver) and University of Maryland (Dr. Allen Davis) to stay on the “cutting edge” of Low-Impact Development research and development.

Our BMP approach to this project is simple, yet robust:

- Embrace the project objectives – innovative trail design that incorporates innovative water quality and stormwater management features.
- Be efficient and thorough in our engineering studies and analysis. Collect meaningful data and insight within the project area.
- Deliver high quality BMP designs on time, and in a cost-effective manner.
- Explore alternatives to achieve objectives, address constraints, minimize costs and provide sustainable, easy to maintain solutions. Site design, not just Stormwater design.
- Fully engage project partners/stakeholders – be open to suggestions, concerns and new ideas. Also, recognize the uniqueness of the surrounding properties to provide end products that meet the characteristics of the overall community.
- Utilize an adaptive management approach to geotechnical and utility constraints.



Supplemental Capabilities



**Pennsylvania Department
of Conservation & Natural
Resources (DCNR)**

JMT meets the DCNR Consultant Qualifications and the design team is comprised of all registered professionals with experience implementing planning and construction projects of all types and sizes, including PennDOT guidelines. We have experience in obtaining and administering a variety of grants, including DCNR funding. Our Project Manager, Andrew Mears, PLA, has considerable experience managing grant programs for a variety of projects and has completed more than 50 projects funded by DCNR dollars to-date.



**Recent Experience on
Projects with State**

JMT has extensive experience delivering transportation design projects to PennDOT and local governments, including recent projects that are recipients of Federal and State grants. In 2017, JMT delivered the American Street Streetscape to the City of Philadelphia on an expedited timeline. The project was one of three projects that, together, received 2015 Transportation Investments Generating Economic Recovery (TIGER). As a subconsultant, JMT led the environmental clearance and designed the transportation elements of the locally-led project and was responsible for all ECMS-related work, including adhering to PennDOT delivery process. Together with the prime design consultant, JMT successfully hit every project milestone to ensure that the grant was fully utilized. Additionally, JMT also recently delivered the Schuylkill River Trail at Bartram's Garden to the John Bartram Association. The project was also a partial recipient of a 2010 TIGER grant, which necessitated State oversight. JMT delivered construction documents that adhered to the PennDOT delivery process, including environmental documents, utility plans, Safety Submission and final plans, specifications, and estimate (PS&E). See Section 1.6 for additional projects that followed PennDOT guidelines.



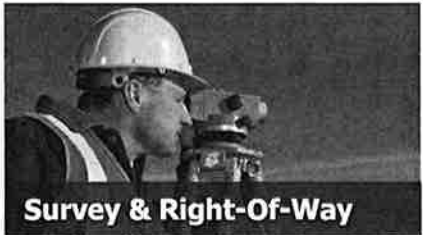
Transportation/Traffic

JMT has a staff of transportation and traffic engineers, transportation and urban planners and public relations specialists to provide a wide-array of transportation planning and engineering services. Services include: signal plans, intersection improvements, corridor analysis, pedestrian studies, parking needs assessments, alignment studies, circulations studies, long-range transportation plans, and other similar services. The current scope, described in the following sections, does not include an opportunity to showcase the JMT Philadelphia Traffic Group. The traffic group will be consulted should the scope of work require impacts to the local road network or coordination with PennDOT. The Philadelphia Traffic Group maintains excellent relationships with PennDOT District 6-0 through past assignments working on PennDOT projects.



Structural Engineering

The JMT staff is highly experienced in the design and analysis of all types of trail structures including simple walls, culverts, noise walls, pedestrian bridges, and major structures including trusses, moveable bridges, arched structures, and more. The team is familiar with bridges of all materials including timber, masonry, concrete, and steel. We are experienced with bridges over roadways, railroads, waterways, sensitive environmental areas, pedestrian and bicycle paths, and other facilities.



Survey & Right-Of-Way

JMT offers our clients a full staff of real estate specialists, professional land surveyors and GIS experts. Our real estate experts have experience with title searches, deed review and mapping of property and right-of-way boundaries. Our specialists have extensive experience with property owner negotiation and property acquisition. Our professional land surveyors are experienced in establishing existing property metes and bounds through deed research and field surveys and provide our clients with development and preparation of property plats.



Education

BS / Landscape Architecture

Years of Experience

30

Registration

Registered Landscape Architect / PA / 1239E

Registered Landscape Architect / MD / 3479

Registered Landscape Architect / SC / 1338

ANDREW MEARS, PLA

PROJECT MANAGER / LANDSCAPE ARCHITECT

Mr. Mears has more than 28 years of experience in parks and recreation, trail, site development, and public and private sector land use planning, design, and development for a broad range of project types and scales. He brings extensive practical experience in site layout and engineering for a variety of project types including residential, commercial, and industrial site designs, demolition and reuse projects, streetscapes, recreation and trail projects. He is a talented and creative designer with significant project management experience working with multi-discipline teams as well as the knowledge and understanding of various design techniques, guidelines and requirements including landscape design, site grading and layout, ADA compatibility of sites and master planning. His relevant experience includes:

***Brandywine Trail Development Plan, Chester County, PA.** *Downingtown Borough.* Project Manager/Lead Designer. Developed construction plans for this one-mile multi-use trail located within an urban environment. Design considerations included providing linkages between the Municipal Complex and the adjacent parks.

Settlers Cabin Park-Panhandle Connector Trail, Allegheny County, PA. *Allegheny County.* Project Manager. Mr. Mears was responsible for schematic design oversight, public participation process, and development of the final construction documents in accordance with the requirements for DCNR funding. Working collaboratively with the project sponsor, The Allegheny County Parks Foundation, the design team was able to develop the trail as a road "maintenance project" by re using an abandoned road alignment through the county park for development of the trail. This approach was effective in limiting disturbance to the existing site and surrounding woodlands, allowed for recycling of existing pavement for the trail base, avoided local and state review and permitting for E&S and land development plan processing, and finally enabled the trail to be developed within the established project budget.

C&D Canal Recreation Trail, New Castle, DE. *Delaware Department of Transportation.* Landscape Architect. The Trail Concept Plan outlines a multi-purpose trail accommodating a mix of bicycling, walking, and horseback riding (among other recreational activities) with trail markers, restroom facilities, parking, information kiosks, picnic areas, improved fishing piers, and controlled access points. Specific duties included oversight of the site planning and design of the six trailhead facilities located along the proposed 29.2 miles of trail.

Bartram's Garden Trail Planning and Design Services, Philadelphia, PA. *City of Philadelphia.* Landscape Architect. Mr. Mears was responsible for schematic design oversight and development of final construction documents. The design included development of construction plans and details for an expanded parking area, hiker/biker trail within the meadows at Bartram's Garden, associated stormwater management facilities, and various trail amenities.

Knox Kane Rail Corridor Feasibility Study, Clarion, Forest, Elk and McKean Counties, PA. *North Central PA Regional Planning Commission.* Project Manager. The Knox Kane Rail Corridor passes through an area rich in rail history and natural beauty. The corridor is a critical link in the PA Wilds Region in connecting the four counties, establishing eco-tourism opportunities, providing connections to adjacent state and national forests, and providing regional and national linkages beyond the immediate area. Mr. Mears is leading the efforts that will examine various issues associated with trail master planning including verification of railbanked status, potential acquisition and/or work-arounds, trail usage, demand/trends, and will provide recommendations for operations, management, safety and security, and financial feasibility and coordination of existing and future planning initiatives that may affect the corridor.

**Denotes project completed while with previous employer.*

**Education**

BS / Civil Engineering

Registration

Registered Professional Engineer / PA / PE076380

Registered Professional Engineer / MD / 27709

Years of Experience

21

NEIL BEACH, PE

TRAILS ADVISOR / QA/QC MANAGER

Mr. Beach's experience includes long-range planning, transportation and site engineering, planning and design for pedestrian and bicycle facilities, planning and design for urban projects and working with multi-disciplined project teams which include urban planners, landscape architects and construction management staff. He has also been heavily involved in community outreach and public involvement throughout various project stages, from concept development through construction. His relevant experience includes:

Transit and Bicycle-Pedestrian Planning, Statewide, PA. *PennDOT Bureau of Public Transportation (BPT).* Program Manager/ Project Engineer. Mr. Beach was responsible for providing oversight and engineering support for a variety of pedestrian/bicycle and transit-oriented projects supporting PennDOT's Bureau of Public Transportation (BPT). Specific projects include:

- **SR 381 Pedestrian Access and Safety Improvements**, which is focused on providing safe pedestrian and bicycle facilities to visitors to the Ohiopyle State Park.
- **Presque Isle State Park Multimodal Study**, which includes evaluation of traffic operations into and out of the park. The plan seeks to balance and enhance all modes of travel – motorized, pedestrian, and bicycle – while preserving the natural elements of the park.

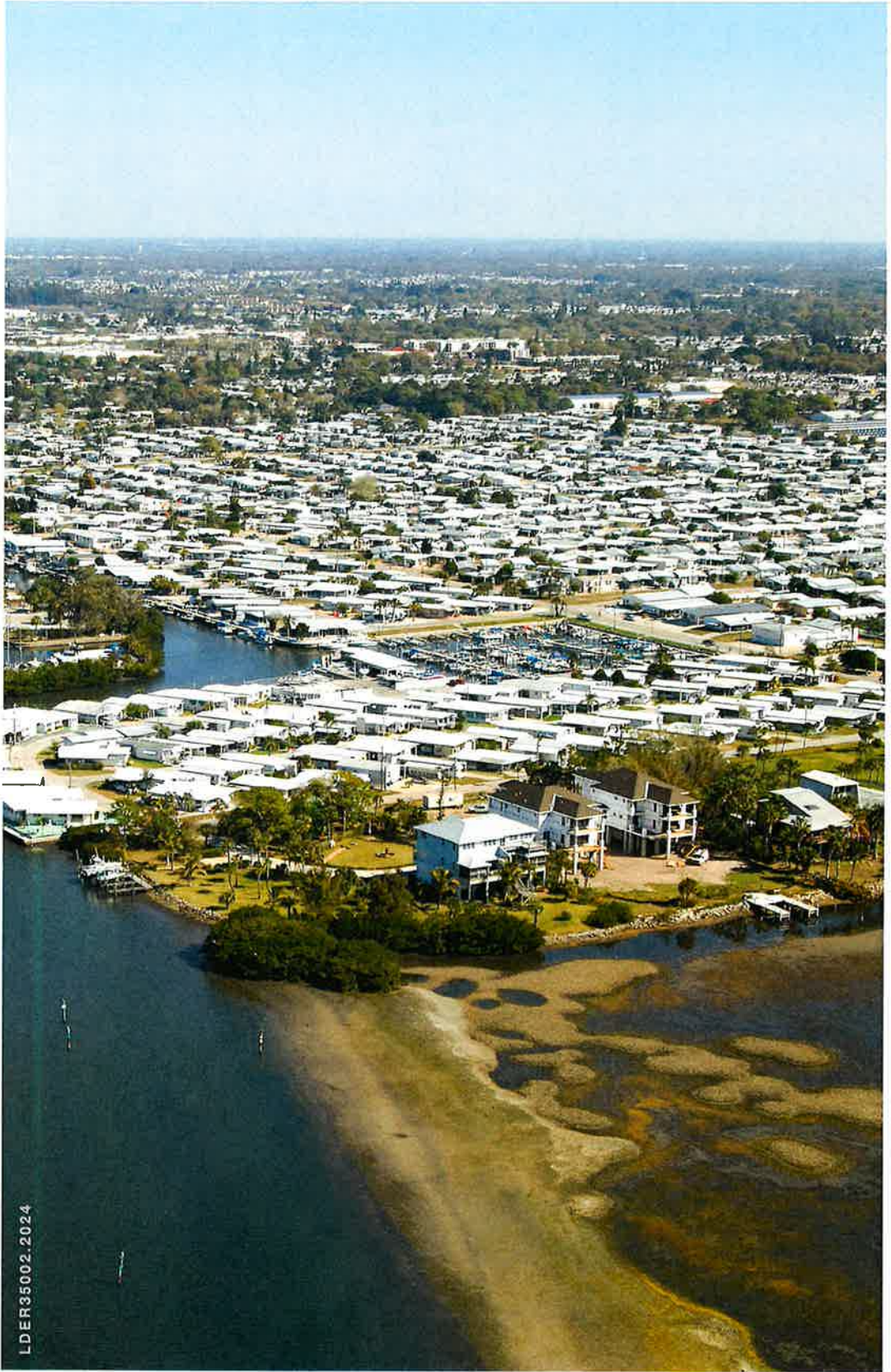
Professional Consulting Services Work for Bartram's Garden, Schuylkill River Trail, Philadelphia, PA. *City of Philadelphia.* Project Manager. Mr. Beach was tasked with the oversight of the schematic design and development of the final construction documents for this segment of the Schuylkill River Trail within the Bartram's Garden property. The design project included the development of construction plans and details for an expanded parking area, hiker/biker trail within the meadows of the Garden, associated stormwater management facilities, and various trail amenities.

Cobbs Creek Connector Trail Final Design and Engineering, Philadelphia, PA. *Clean Air Council.* Project Manager. Mr. Beach was responsible for the oversight of the base mapping, design, permitting, and general coordination of the project. This included design of the short trail segment in the cart way of Cobbs Creek Parkway, underneath the CSX bridge, requiring close coordination with PennDOT District 6-0. JMT was selected by the Clean Area Council for the design of the first phase of a major extension of the Cobbs Creek Connector Trail in West Philadelphia. The focus of this project is on a specific section of "Segment A" – the stretch of trail from the terminus of the existing trail at 70th Street and Cobbs Creek Parkway to the southern portion of the CSX bridge over Cobbs Creek Parkway, along with the entrance from the Parkway to Cobbs Creek Park.

Long Branch Walkway Trail, Montgomery County, MD. *Montgomery County.* Senior Project Engineer. Led design efforts, including the development of the trail facility and trail amenities, as well as coordinated concurrent project efforts, including the design of the bridge, stormwater management facilities and lighting. Worked closely with the County and SHA through the plan review and permitting process associated with the federally funded project, and M-NCPPC's development/permitting process. This project involved the planning, design, and construction documents for a pedestrian walkway and bridge connecting a community center and a public library through a forested floodplain in the Long Branch Park.

C&D Canal Recreational Trail, New Castle County, DE. *Delaware Department of Transportation.* Trail Planner. Mr. Beach provided preliminary engineering services for the trail and trailhead facility development and was responsible for oversight of the site design and construction documents of the six trailhead facilities along this 29.2 miles of trail. The project was led by a work group composed of representatives from MD and DE Congressional Offices, USACE, DelDOT, MDE, and representatives from 10 other Federal, state, county, and municipal agencies. The Trail Concept Plan outlined a multi-purpose trail accommodating a mix of bicycling, walking, and horseback riding with trail markers, restroom facilities, parking, information kiosks, picnic areas, improved fishing piers, and controlled access points.

55+ MOBILE HOME PARK - RECREATION FACILITIES & AMENITIES
MASTER PLANNING



LDER35002.2024

PREPARED FOR:

Trailer Estates Park & Recreation District
Mr. Lee A. Morris, Park Manager
Board of Trustees

PREPARED BY:

Kimley»Horn
Expect More. Experience Better.



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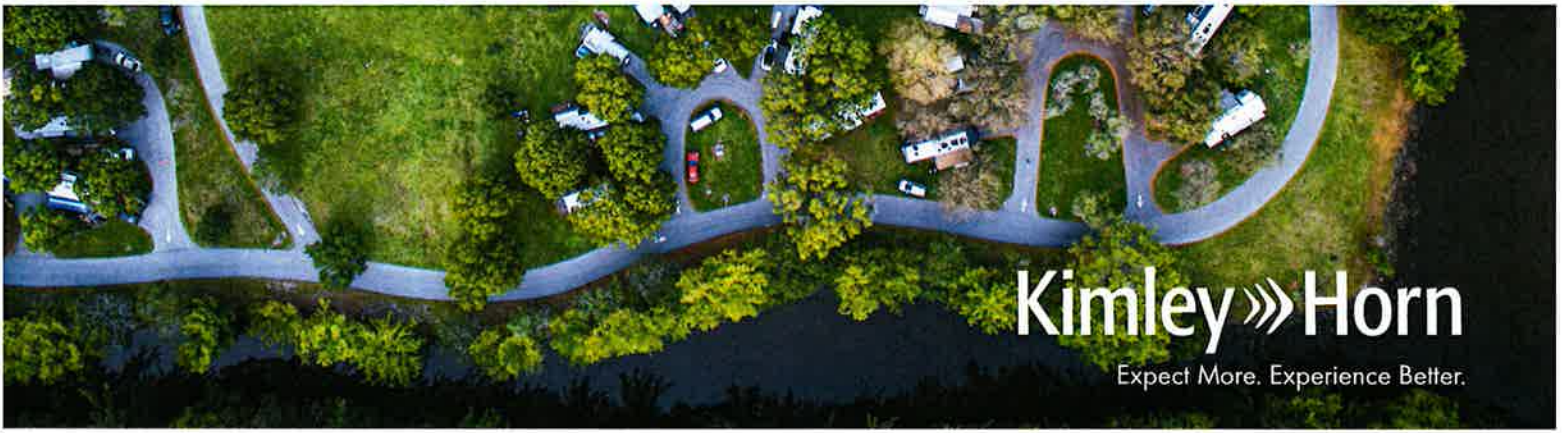
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January 26, 2024

Trailer Estates Park & Recreation District
Attn: Mr. Lee A. Morris
Park Manager
1903 69th Avenue West
Bradenton, FL 34207

RE: Request for Proposal
- 55+ Mobile Home Park
- Recreation Facilities
& Amenities - Master
Planning



1. COVER LETTER

Dear Mr. Morris and The Trailer Estates Board of Trustees:

During my recent visit to the Trailer Estates community, I was truly impressed by the positive impact your recreational facilities have on the residents. From a friendly game of billiards to the good-spirited competitiveness of a pickleball match, these activities serve as a unifying force for the successful community and underscore the importance of further enhancing all recreational activities through master planning.

The Kimley-Horn team looks forward to building a strong relationship with Trailer Estates, the Board of Trustees, and the residents as a trusted collaborator, offering all our local and global experiences in the preparation of the Recreation Facilities & Amenities Master Plan. As Kimley-Horn’s project manager, I have over three decades of parks and recreation system planning experience and local expertise. I am supported by a talented team of production planners, a funding sourcing manager, and cost estimators. Our Sarasota-based team is well-versed in parks and recreation planning and design. In addition, Kimley-Horn has designed over 10,000 units of senior living communities and is eager to share our knowledge of sourcing funds to support the implementation of your project. To help ensure an effective and efficient approach, We have assembled this team to facilitate the development of a master plan that focuses on the following goals:

- ✔ Inventory and assess existing conditions, needs, and aesthetics of your current facilities, identifying any updates that may be required;
- ✔ Recommend recreational activities with corresponding facilities that promote physical activity, social interaction, and overall well-being;
- ✔ Hold scheduled meetings with Park Residents and Trustees to vet and prioritize ideas and concepts;
- ✔ Develop a detailed project plan that includes timelines and cost estimates;
- ✔ Identify funding sources available to Trailer Estates Park & Recreation, including but not limited to bonds, grants, loans, and revenue-based funding.

Through our extensive experience working with communities to develop award-winning parks and recreation master plans, our staff understands how to proactively manage the master planning process, identify pitfalls to avoid, and target efficiencies to achieve the goals outlined above. We are thrilled about this opportunity to build upon this work by helping envision the future of recreational facilities and amenities of Trailer Estates.

Sincerely,

JAY COOPER, PLA, ASLA
PROJECT MANAGER

JAMES PANKONIN, PLA, ASLA, LEED AP
VICE PRESIDENT

AS A VICE PRESIDENT OF KIMLEY-HORN AND ASSOCIATES, INC., JAMES PANKONIN, PLA, ASLA, LEED AP, IS AUTHORIZED TO SIGN ON BEHALF OF AND BIND THE FIRM.

SARASOTA OFFICE / 1800 2ND STREET, SUITE 900, SARASOTA, FL 34236 / 941.379.7600

2. COMPANY PROFILE

FIRM OVERVIEW

Founded in 1967, Kimley-Horn has become one of the most respected and fastest-growing full-service planning, landscape architecture, and engineering consultant firms in the United States. With more than 7,500 employees nationwide—1,375 of which are stationed in Florida—Kimley-Horn can draw from a large pool of resources to meet Trailer Estates Park & Recreation District’s specific needs. Much of our growth extends from the confidence and trust that clients have in us. Kimley-Horn’s longstanding record of technical achievements is enhanced by our reputation for effective management and personal service.

When you choose the Kimley-Horn team, you choose talent, experience, and passion for the task at hand. Our clients have access to a versatile group of professional planners, landscape architects, grant managers, civil, transportation, and structural engineers, and environmental scientists. We have provided clients across the state and nation with detailed master plans that balance economic, environmental, and social values for their owners. With Kimley-Horn focused on your success, Trailer Estates can look confidently to the future, knowing we have your needs covered through the design, development, and implementation of amenities at your 55+ mobile home park.

As one of the nation’s premier planning, engineering, and design consulting firms, we offer full services in a wide range of disciplines. We are confident that our local presence and sensitivity to the community’s concerns, coupled with our experience working on similar active adult and senior living projects in Florida, will benefit the Trailer Estates by providing unmatched accountability, responsiveness, and value.

RELEVANT EXPERIENCE

Please see Section 6, page 14, for project references.

THOUSAND TRAILS RV RESORT AMENITY CENTER RENOVATIONS

Orlando, FL

Kimley-Horn provided civil engineering, landscape architecture, utility infrastructure engineering, permitting services, and construction phase services for the renovation of the existing amenity center at the Thousand Trails RV Resort located in Orlando. The project consisted of the removal of all existing pool decking, new tennis courts, volleyball courts, basketball courts, life-size chess/checkers, pool decking, hardscaping, outdoor furniture, and pergolas. In addition, this project included land planning, concept site plans, utility plans, pool drainage improvements, stormwater management system improvements, and landscaping/irrigation upgrades.



TERRA CEIA RV RESORT

Palmetto, FL

Kimley-Horn is providing entitlement, site civil engineering, permitting services, and construction phase services for a 32-acre expansion of the Terra Ceia Village RV resort near Palmetto. This expansion includes 190 new RV sites with a 7,000-square-foot clubhouse, restroom facilities, pickleball courts, beach volleyball courts, and bocce ball courts. This project includes new roadways and utility infrastructure with vehicular and pedestrian connections to the existing RV park.



UNIVERSITY PARK COUNTRY CLUB MASTER PLAN

Sarasota, FL

Kimley-Horn provided professional landscape architectural and land planning services for the University Park Country Club master plan that’s part of the University Park Recreation District. University Park Recreation District, on the border of Manatee and Sarasota Florida Counties, is within the gates of an award-winning master-planned community of more than 1,200 homes with 32 individual neighborhoods. The Recreation District includes a semi-private Country Club featuring 27 holes of championship golf, 11 lighted tennis courts, a state-of-the-art fitness center, a casual lounge/bar/card room, and a full-service restaurant.



TRAILER ESTATES PARK & RECREATION DISTRICT



Kimley»Horn
Project Manager
Jay Cooper, PLA, ASLA



Master Planning
Patrick Tichenor



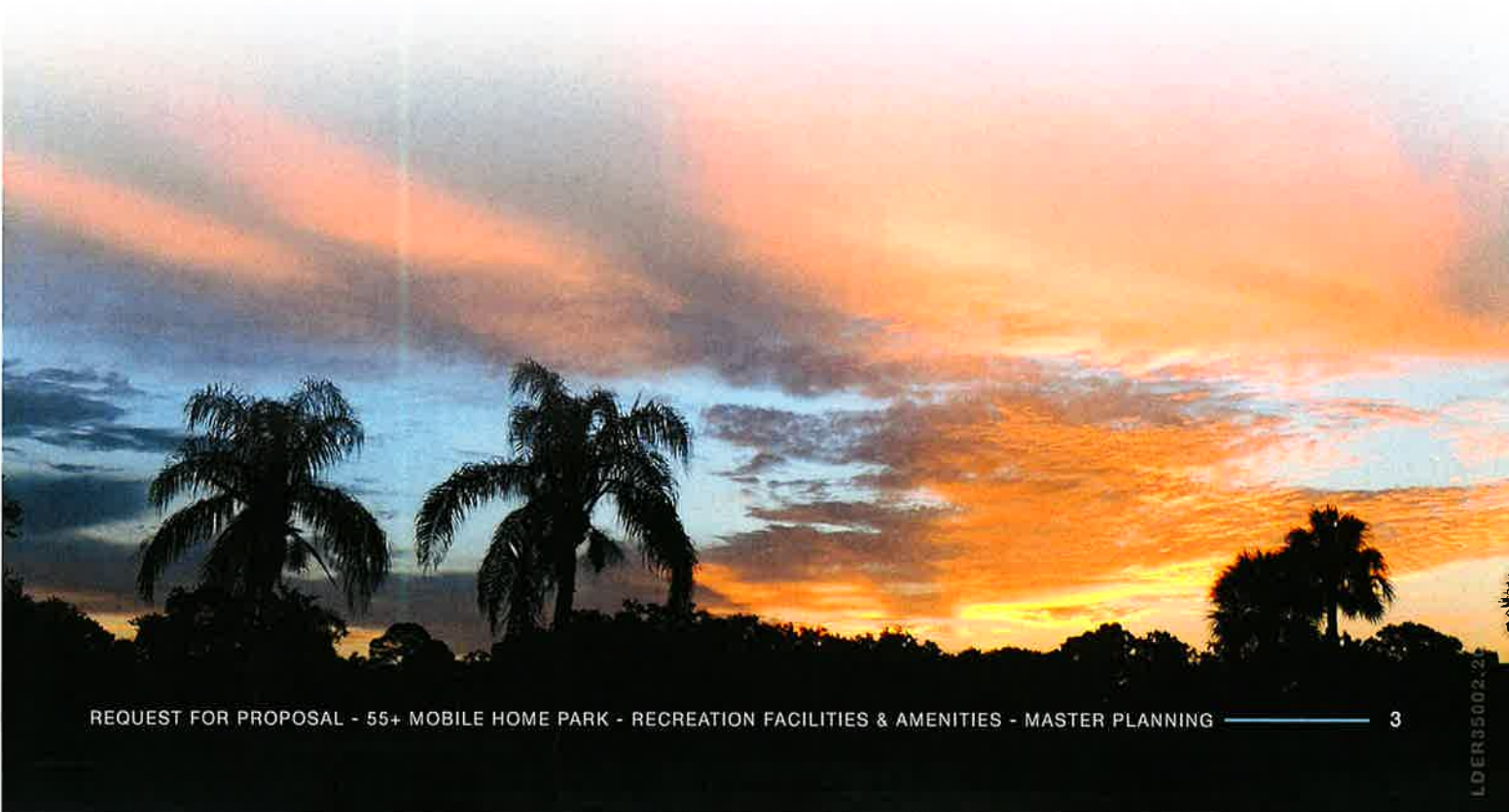
David Ervin



Abigail Chapman



Funding
Heather Glisson, AICP





JAY COOPER, PLA, ASLA

PROJECT MANAGER

For over 30 years, Jay has dedicated his career to over 200 projects through master plans, site plans, and landscape architectural designs. He carefully listens to each client's vision and development goals, striving to implement them successfully to achieve the best results and exceed the client's expectations.

RELEVANT EXPERIENCE

Jay worked on the following projects prior to joining Kimley-Horn:

PROFESSIONAL CREDENTIALS

- Bachelor of Landscape Architecture, University of Georgia
- Professional Landscape Architect in Florida, #LA6667675
- Council of Landscape Architectural Registration Boards (CLARB), Registered Landscape Architect
- American Society of Landscape Architects (ASLA), Member

SPECIAL QUALIFICATIONS

- Over 30 years providing master planning and landscape architectural services through various companies and international developers, directing designs and construction of notable projects in China, the United Arab Emirates, and Qatar
- Served Universal Studios Parks & Resorts (now Universal Destinations & Experiences) as the Senior Area Development leader of Universal Studios Beijing Resort (UBR)—won the 2023 TEA Award for Outstanding Achievement-Theme Park
- Served Walt Disney International and Paramount Parks Design & Entertainment (now Cedar Fair Entertainment Company), producing designs for attractions, long-range master plans, and detailed landscape architectural designs

Bentley Village Master Plan, Classic Residence by Hyatt, Naples, FL—Landscape architect (performed at HHCP Architects, now an Orcutt | Winslow Company). Bentley Village is a Continuing Care Retirement Community, also known as a Life Plan Community. Jay worked closely with architects of HHCP to design and plan a par-3 executive golf course nestled between assisted living buildings, wetlands, and naturally shaped storm-water ponds. Jay also provided a conceptual site plan surrounding their Memory Care Facility, which is illustrated on the eastern side of the site in the plan.



Changing Lives Master Plan, Wildwood, FL—Landscape architect (performed as an independent contractor for Genesis Studios). Working with previous colleagues from HHCP Architects, Jay provided this master plan for their client Changing Lives Foundation, which was considering redeveloping Camp Universe into a spiritual retreat comprised of a learning campus, auditorium, business center, banquet hall, dormitories, 25-single-family lots supported by a children's daycare center. Jay and his team developed a recreational program consisting of soccer, baseball, and softball fields, basketball and volleyball courts, a swimming pool, gazebos, a covered pavilion, and a dock for boating and water sports on Lake Miona.



Clear Springs RV Master Plan, Bartow, FL—Landscape architect (performed at Canin Associates, recently merged with Kimley-Horn). Jay provided an illustrative site plan for Clear Springs Company, which owns 18,000 acres of primarily farming and cattle ranching lands and a packing facility for bringing their products to market. Jay planned a recreational vehicle site with standard and pull-through lots supported by several recreational activities surrounding existing lakes and wetlands. Amenities were centered around a small village center layout. Jay collaborated with Ron Garl Golf Design consultants, who provided a golf teaching facility located in the southwest corner of the property.





HEATHER GLISSON, AICP

PROFESSIONAL CREDENTIALS

- Master of Urban and Regional Planning, Geographic Information Systems, University of Florida
- Bachelor of Arts, Linguistics, University of Florida
- American Institute Certified Planners, #35003

FUNDING SOURCE MANAGER

Heather has more than six years of experience in municipal planning and grant writing, including numerous grant applications, master plan implementation, Comprehensive Plan updates, Evaluation and Appraisal Reports, land use amendments, rezonings, land development code updates, and community redevelopment areas. In addition, Heather has extensive experience in ArcGIS Pro, research, data gathering, data analysis, and narrative writing.

RELEVANT EXPERIENCE

- Infrastructure Grant Funding Opportunity Matrix, Manatee County, FL
- Reconnecting Communities and Neighborhoods (RCN) Capital Construction Grant Preparation, Manatee County, FL
- San Castle Neighborhood Rebuild Florida Community Development Block Grant – Mitigation (CDBG-MIT) General Infrastructure, Boynton Beach, FL
- Competitive Florida Partnership Program (CFP) Grant Preparation, Archer, FL
- Department of Economic Opportunity (DEO) Community Planning Technical Assistance Grant (CPTAG) Parks and Recreation Master Plan Implementation Strategy, Highlands County, FL
- The West Indian Company Grant Funding Matrix Search, St. Thomas, VI
- Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) Grant Preparation, Palm Beach, FL
- Reconnecting Communities Pilot (RCP) Grant, Oakland Park, FL
- Grenelefe Resort Grands and Third Party Funding, Haines City, FL



PATRICK TICHENOR

PROFESSIONAL CREDENTIALS

- Bachelor of Landscape Architecture, Ball State University

PRODUCTION MANAGER

Patrick has over five years of experience as a landscape analyst, specializing in landscaping improvements, design, and engineering services for parks and residential communities, including senior living facilities and mobile home parks. His expertise includes master planning, stakeholder/community engagement, and permitting. Patrick is proficient in various software such as AutoCAD, Landfx, Adobe Suite, ArcGIS, Sketchup, Lumion, and Rhino.

RELEVANT EXPERIENCE

- Fort Myers Beach RV Park Expansion, Lee County, FL
- Terra Ceia RV Resort, Palmetto, FL
- University Park Country Club Master Plan, Sarasota, FL
- Discovery Village at Sarasota Bay Independent Living Expansion, Manatee County, FL
- Plymouth Harbor Peninsula on Sarasota Bay, Sarasota, FL
- Wellen Park, North Port, FL
- Bath and Racquet Club Project Entitlement, Sarasota, FL
- The Bay Park, Sarasota, FL
- Yacht Club Community Park, Cape Coral, FL
- Veterans' Community Park, Marco Island, FL



DAVID ERVIN

PROFESSIONAL CREDENTIALS

- Bachelor of Landscape Architecture, University of Florida

LANDSCAPE ARCHITECTURE ANALYST

David has two years of experience as a landscape analyst. His experience includes enhanced landscape architectural design for parks, roadways, multifamily, and commercial projects in Southwest Florida. David's software experience includes AutoCAD, Land F/X, Adobe Creative Suite, ArcGIS, SketchUp, Lumion, and Rhino.

RELEVANT EXPERIENCE

- Dog Kennel Road RV Park Development Planning Services, Sarasota County, FL
- G.T. Bray Pickleball Complex Master Plan and Design Services, Bradenton, FL
- Wellen Park, North Port, FL
- The Bay Park, Sarasota, FL
- Lewis Park, Bradenton, FL
- Parrish Community Park, Parrish, FL
- 17th Street Regional Park, Sarasota, FL
- Bobby Jones Golf Course and Nature Park, Sarasota, FL
- Veterans' Community Park, Marco Island, FL
- Warm Mineral Springs Park, North Port, FL
- Community Parks On-Call, Cape Coral, FL
- Legacy Trail Extension Design, Sarasota County, FL
- Bradenton Riverwalk, Bradenton, FL



ABIGAIL CHAPMAN

PROFESSIONAL CREDENTIALS

- Bachelor of Landscape Architecture, Louisiana State University

LANDSCAPE ARCHITECTURE ANALYST

Abigail is a landscape architecture analyst with three years of experience in construction document preparation, presentation graphics, illustrative 3D renderings, and construction phase services for public and private sector clients. Specifically, her experience includes enhanced landscape architectural design for parks, multi-family, commercial, and large industrial projects on Florida's Gulf Coast.

RELEVANT EXPERIENCE

- University Park Country Club Master Plan, Sarasota, FL
- BeachWalk By Manasota Bay Master-Planned Community, Englewood, FL
- Plymouth Harbor Peninsula on Sarasota Bay, Sarasota, FL
- Savoy at 301 Senior Living, Bradenton, FL
- Wellen Park, North Port, FL
- 17th Street Regional Park, Sarasota, FL
- Peace River Park, Wauchula, FL
- Crews Park at Peace River, Wauchula, FL
- Veterans' Community Park, Marco Island, FL
- East Bradenton Park Site Improvements, Bradenton, FL
- Legacy Trail Extension Design, Sarasota County, FL
- Bradenton Riverwalk, Bradenton, FL

3. PROJECT APPROACH

PROJECT UNDERSTANDING

When Trailer Estates opened in 1955, it was the first of its kind. At the time, Trailer Estates on Sarasota Bay was the only place in the country where mobile home residents could own the land they lived on. Trailer Estates has several clubs that bring together billiard players, boaters, card players, sports enthusiasts, and wood-shop hobbyists, to name a few of the activities available. It is a carefree lifestyle that you cannot find in a typical subdivision. Communities like Trailer Estates are a rarity in Florida, and it is poised to further enhance its recreational facilities and amenities through this request for proposal to master plan, design, and build an even stronger sense of community.

The Kimley-Horn team is primed and ready to conduct a condition and needs assessment of Trailer Estates' current facilities and identify any updates that may be required. We will recommend recreational activities with corresponding facilities that promote physical activity, social interaction, and overall well-being. We will schedule and hold meetings with the Park residents and Trustees to vet and prioritize ideas and concepts. We will develop a detailed project plan, including timelines and cost estimates. Finally, we will identify any sources of funding that may be available to Trailer Estates Park & Recreation, including but not limited to loans, bonds, grants, and revenue-based funding. All our tasks will culminate into a strong Master Plan that qualified building contractors can use via design-build process to bring targeted development objectives to reality.

As of the writing of this proposal, we have had two preliminary meetings with Lee A. Morris, Park Manager, to thoroughly review the Request for Proposal and briefly see the existing facilities, which we felt was invaluable to setting a good foundation for understanding the project further and make us better suited to prepare a more suitable proposal that will meet the needs and requirements of the project. We greatly appreciate Mr. Morris' time.

Our team is committed to collaborating with owners and the Board of Trustees to pay homage to its origins while introducing and expanding upon innovative solutions. Kimley-Horn is ready to continue our longstanding service to surrounding private and public clientele and be the partner the Trailer Estates needs as you embark on a Master Plan for recreational facilities and amenities that explores the various options for future construction, which will better serve the community's residents.



Image Source: Herald-Tribune



SENIOR LIVING RECREATIONAL FACILITIES MASTER PLANNING EXPERIENCE

We offer a unique approach to master planning with our robust landscape architecture and land planning team that understands all needs required for the success of the Trailer Estates' Park & Recreation District. Our project manager will evaluate the existing conditions, and our land planners will review the options for the site and recommend proposed enhancements—all seeking to develop a practical, cost-effective Master Plan for recreational facilities tailored to the needs and preferences of the senior residents using existing amenities and new construction. The Kimley-Horn team is committed to providing a vibrant and engaging environment for the residents, and we believe that enhancing Trailer Estates' recreation facilities will contribute significantly to their well-being and overall satisfaction.



OUR PROJECT MANAGER, JAY COOPER, PLA, ASLA, IS COMMITTED TO ENSURING THAT THE TRAILER ESTATES RECEIVES BEYOND THE EXPECTED SERVICE.



COMMITMENT TO QUALITY

For each project we approach, our design process starts with an experienced team that has the right blend of vision, technical expertise, and practical experience to implement solutions that achieve your goal of creating a high visual impact with a distinctive sense of place at a reasonable cost. Without vision, designs often reflect the status quo, and with a lack of implementation experience, untested design concepts can lead to maintenance nightmares. We will work with the Trailer Estates and the Board of Trustees to develop a consensus-based Master Plan that may implemented in meaningful phases that align with budget expectations and funding availability.



APPROACH TO SERVING TRAILER ESTATES

As a trusted and longstanding partner of private developers, cities, and counties throughout Florida, we possess a deep understanding of master planning the built environment, and we will build a strong relationship with the owners and the Trailer Estates Board of Trustees to seamlessly integrate with stakeholders and deliver a robust and cost-effective Master Plan. We will take the following approach to best serve the Trailer Estates and the Board of Trustees and deliver all services to make a successful project outcome.



1. KICK-OFF MEETING

Kick-off meetings held internally with the project design team and externally with the Trailer Estates Board of Trustees and Kimley-Horn design team are an integral first step to getting the project started in the right direction. Using this time early to establish project goals, priorities, and schedule milestones is a critical step in master planning. We will also use this as an opportunity to confirm the project scope and recommend any services that may be added or removed from the project. Kimley-Horn's professionals are experienced in both small- and large-scale projects that demand close coordination among multiple stakeholder groups. Our clients expect a high level of responsiveness, communication, and quality. These high standards have been ingrained in Kimley-Horn's staff through our continued service to clients who must adhere to demanding schedules, a strict quality assurance program, and open lines of communication.

Deliverables: Meeting minutes. Summary of decisions/decision matrix.



2. CONDUCT FACILITY ASSESSMENT

Following our initial meeting with the Trailer Estates Board of Trustees, Kimley-Horn will take a detailed, on-site tour of the facilities. During our visit to the project site, we will conduct a condition and needs analysis of the existing building facilities: woodshop, billiards, cards room, exercise room, crafts and other multi-purpose rooms, stage, pickleball, kitchen, yoga class, dance space, indoor storage, sports courts (i.e., shuffleboard), horseshoes, bocce ball, swimming pool, hot tub/spa, parking lots, 116-slip marina, boat launch, beach and associated covered areas and open benches, post office, laundry mat, offices, meeting rooms, restrooms, small and large park and open space areas, maintenance and storage, traffic crossings, fences, common landscaped areas, and open-air benches throughout the district. We will provide an estimated life expectancy of each and a priority order for facilities that require updates through maintenance, refurbishment, remodeling, and/or replacements. Interpreted by our knowledgeable team of experts, these assessments will provide adequate data to provide a basis for the project's direction and suggested additions and improvements to benefit the overall amenities for all residents.

Deliverables: Photo inventory of existing conditions. Summary of opportunities and constraints.



3. RECOMMEND SUITABLE ACTIVITIES

The Kimley-Horn team will recommend suitable activities that enhance existing recreational facilities and activities. A presentation slide booklet will be produced listing each activity with associated character image(s) and descriptions for a clear, illustrative guide for stakeholder consideration to render decisions.

Deliverable: Presentation slide booklet.



4. MEET ALL STAKEHOLDERS TO BUILD CONSENSUS

The Kimley-Horn team will hold a meeting or series of meetings as necessary to workshop the Recommended Activities with residents and the Board to properly vet, gauge feedback, and prioritize which activities are most suitable for the Board to give their approval for their adoption and implementation to the detailed Project Master Plan. We know how critical stakeholder involvement can be to a project, and we have the proven ability to effectively assist you with this process. Our team of planners and landscape architects understand how to communicate and work with stakeholders and the community, but more importantly, they know how to build consensus among them. We provide them with opportunities to establish their priorities, concerns, and issues while providing design solutions that demonstrate their input was heard and incorporated in a meaningful manner. These interactions require careful listening, flexibility in approach and technique, confidence, and relevant experience developing custom solutions. We will be active participants in all discussions.

Deliverables: *Summary of stakeholder input. Summary of decisions/decision matrix.*

5. DEVELOP A DETAILED PROJECT MASTER PLAN WITH TIMELINES AND COST ESTIMATES

Our team will utilize the information gathered in the Facility Assessment stage, Recommended Activities, and Board approved results from the stakeholder workshop meetings as the framework for developing a unique and meaningful Master Plan. During this stage, we will develop a detailed Master Plan and present it to stakeholders for feedback. Board-approved feedback will be adopted and implemented into a revised Master Plan.

Deliverables: *Draft Master Plan. Presentation of draft Master Plan. Meeting minutes. Revised Master Plan.*

6. IDENTIFY FUNDING SOURCES

Kimley-Horn will conduct a grant, funding, and loan search of federal, state, local, and non-governmental sources that suit the Trailer Estates Board of Trustees' project. We will prepare a Funding Opportunity Matrix that identifies available funding sources, program names, critical dates, match requirements, program priorities, and eligible projects. Kimley-Horn will incorporate client feedback and provide a final Funding Opportunity Matrix.

Deliverables: *Funding opportunity matrix. Final funding opportunity matrix.*

7. WORKSHOP ALL DELIVERABLES TO GATHER FINAL COMMENTS

The Kimley-Horn team will workshop meeting(s) to present the Revised Master Plan, Development Timeline, Estimated Costs, and Funding Matrix to residents and the Board to further vet, gauge feedback, and prioritize final revisions for the Board to give their approval for their adoption and implementation finalize all deliverable documents.

Deliverables: *Summary of stakeholder input. Summary of decisions/decision matrix.*

8. FINAL REVISIONS & PRESENTATION TO THE BOARD

The Kimley-Horn team will make final revisions from the Board-approved decisions to all documents and give a final presentation to the Board of Trustees for their acceptance and approval. Any further comments from the Board will be implemented into final revised documents to bring Kimley-Horn's service deliverables to a close with Trailer Estates Residents and the Board of Trustees. Kimley-Horn will remain ready for any requested additional services to further support if deemed necessary by the Board.

Deliverables: *Final revised Master Plan. Final development timeline. Final cost estimate. Final funding matrix.*

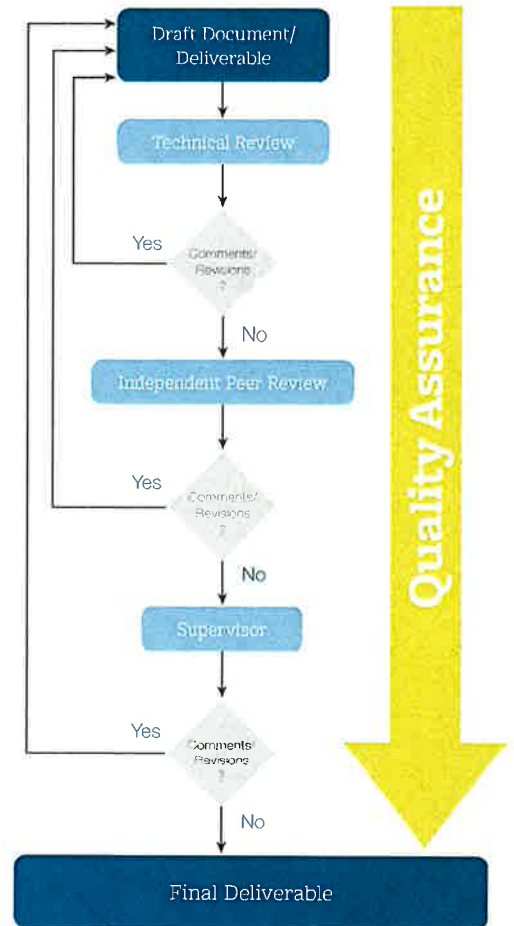
QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) MEANS MUCH MORE TO US THAN A CURSORY REVIEW.

Kimley-Horn's QA/QC measures are built into our project management processes and are part of our firm's culture. Kimley-Horn has been at the forefront of integrating quality processes into the services provided by design professionals. Our in-house program, Continuous Quality Improvement (CQI), was implemented in 1993 and is a model for how consulting professionals can find incremental ways to improve client services.

Kimley-Horn insists each project has a carefully structured scope of services, a corresponding schedule, and an accurately developed budget. We simply do not begin an assignment until these three elements are in place and mutually agreed upon by Kimley-Horn and the Board of Trustees for Trailer Estate. Each project undertaken at Kimley-Horn has a quality review task built into it and is assigned to a Quality Control Manager. These measures are requirements at Kimley-Horn and are implemented at the project level for best results.

Our internal QA/QC program will include:

- ✔ An internal kick-off meeting held with key team members assigned to the job to clearly define the scope, outline subtask responsibilities, establish schedules, and identify project milestones and goals.
- ✔ At the end of each phase, a QA/QC review will be conducted as one of several final checks to help ensure the project deliverable is not only technically correct but also consistent with your objectives.
- ✔ Any changes or modifications required to respond to the comments and recommendations of the quality control team will be incorporated during the ongoing analysis prior to submitting deliverables.



Why Kimley-Horn



LOCAL OFFICE:

Responsive service, familiarity with the project area/local issues, and vested interest in the Trailer Estates' future.



EXPERIENCED PROJECT MANAGEMENT TEAM:

Collaborative leadership and strong understanding of Recreation Facilities & Amenities Master Plans.



QUALIFICATIONS OF PROJECT TEAM:

Experienced and technical landscape architects, engineering, planners, and environmental scientists who meet all the Client's needs.



DEPTH OF SERVICES:

Multidisciplinary firm providing technical expertise, a passion for quality, and exceptional client service.

4. TIMELINE

The Kimley-Horn team’s schedule to complete this project with key milestones and deliverables is delineated in the timeline below.

PROJECT TIMELINE

Stage	Description	Duration	March	April	May	June
1	Kick-Off Meeting	1-day	●			
	Deliver Meeting Minutes & Decision Matrix		■			
2	Conduct Facilities Assessment	2-weeks	■			
	Deliver Existing Cond. Pics & Ops. & Constraints		■			
3	Recommend Suitable Activities	2-weeks		■		
	Deliver Presentation Slide Booklet			■		
4	Meet Stakeholders to Build Consensus	1-day		●		
	Deliver Meeting Minutes & Decision Matrix			■		
5	Develop Master Plan (4-weeks)	6-weeks		■	■	
	Deliver Master Plan, Dev. Timeline, Cost Estimate	2-weeks		■	■	
6	Identify Funding Sources	1-month			■	
	Deliver Funding Matrix				■	
7	Workshop All Docs to Gather Final comments	1-day				●
	Deliver Meeting Minutes & Decision Matrix					■
8	Final Revisions & Presentation to the Board	3-weeks				■
	Deliver All Final, Revised Documents					■

*Anticipated Start Date is 3/1/24 and End Date 6/21/24.

**If Start Date is sooner, then End Date will be sooner.

● Key Milestones

5. BUDGET

Kimley-Horn’s lump sum fees to complete the project with all associated costs from all meetings (including vetting meetings with trustees and residents) to designing the master plan, developing the master plan further based on stakeholder feedback, proposing a development timeline, producing cost estimates, and sourcing funding for construction are broken down in the table below. Our fees are lump sum based. Upon notice of award, Kimley-Horn will produce a service agreement to contract our fees with the Trailer Estates Board of Trustees to sign, which will authorize Kimley-Horn to start our services.

Although not an explicit requirement of the RFP, Kimley-Horn proposes computer-generated 3D renderings, which would better market the project and give an even clearer picture to potential construction companies when they design and build. These would be additional services and cost \$15,000. The scope would include five renderings.

PROJECT BUDGET

Tasks	Description	Fee
1	Meetings (Kick-Off, Stakeholders to Build Consensus, Etc.)	\$8,000
2	Facilities Assessment (Site Time + Production)	\$12,000
3	Activities Recommendation (Creation + Revisions)	\$10,000
4	Master Plan (+ Revisions)	\$25,000
5	Timeline	\$5,000
6	Cost Estimate	\$5,000
7	Funding Sources	\$5,000
TOTAL		\$70,000



6. REFERENCES

THOUSAND TRAILS RV RESORT AMENITY CENTER RENOVATIONS

Equity LifeStyle Properties, Inc.

Wayne Stewart, Director of Asset Management and Construction
813.347.8511
wayne_stewart@equitylifestyle.com



TERRA CEIA RV RESORT

Equity LifeStyle Properties, Inc.

Jim Murray, Director - Land Development
312.639.2319
jim_murray@equitylifestyle.com



UNIVERSITY PARK COUNTRY CLUB MASTER PLAN

University Park Country Club

John Fetsick, General Manager
941.355.3888
jfetsick@universitypark-fl.com

