

2. LDI Park Planning Methodology and Approach

LDI's approach to a specific park design will vary from the approach for a Master Plan, such as a city wide bicycle and greenway plan. The following is a general approach to both types of work.

PARK/OPEN SPACE DESIGN

The approach which LDI has developed will provide the most cost-effective means of completing a park or open space type of project. In developing the approach, the LDI team has identified a number of key elements which need to be addressed for successfully completing the project.

CPTED Design Guidelines: Many times, park sites can be plagued by vandalism or other undesired activities. LDI's approach to park design is to incorporate CPTED (Crime Prevention Through Environmental Design) features such that undesired activities are discouraged. CPTED is a tested approach that links crime and its prevention to the design and condition of the physical environment. CPTED design includes consideration of land use, traffic patterns, lighting, fencing, and landscaping, among other elements, to help reduce crime and improve the quality of life for park guests.

LDI's approach to applying the CPTED principles will provide a park site which has been designed such that it provides the safest possible environment for the park visitors. Public safety is a primary concern and LDI will use an approach which will maximize public safety by considering the CPTED principles as well as potentially unsafe site conditions which inherently pose hazardous conditions for children, and especially young children.

General Design Guidelines: LDI's general design approach will include completion of preliminary design, final design, permitting, bidding assistance, and construction services. The preliminary design is the first step of the design phase. Initially, the Project Team would review available information pertaining to the project to acquire a full understanding of all the project particulars. When this information has been reviewed, LDI will proceed with a preliminary design, which is a critical step in execution of the assignment because it is at this step that most of the engineering criteria are established and calculations which influence the development of the design are made. The preliminary design phase presents the opportunity for obstacles to be considered and addressed, thus enabling the Project Team to look at the situation and become "problem solvers." This preliminary phase is considered to be the schematic (30%) phase. Upon approval of the preliminary design by the City staff, the LDI team will initiate the final design phase and proceed with design development (60%). This phase will typically include finalizing the engineering plans and site layout, and developing the documents to a 60% completion level. The last phase of final design includes the construction document development and final preparation of the plans. (90% and 100% completed) Cost estimates will be provided at the 30%, 60%, and 90% levels.



Typically, the drawings and technical specifications will be reviewed internally by a quality assurance team. Once the QA/QC comments have been addressed, complete sets of plans shall be submitted for City review at the 30%, 60%, 90%, and 100% completion levels.

After approval of the 60% plans and specifications, LDI will hold pre-application meetings with the applicable permitting agencies. At the 90% completion level, permit applications will be submitted to the appropriate agencies. Based upon agency review comments, the 100% plans and specifications will be developed.

During the bidding process, sets of plans and an original set of specifications will be supplied to the City Purchasing Department. LDI will attend a pre-bid conference (if required), and respond in writing to all bidders' questions in appropriate addenda. If necessary, the addenda will include revised plan sheets and changes to the technical specifications. Once the bids are received, LDI will assist the City by tabulating the bids, reviewing the bidders' qualifications, and recommending award of the contract, in writing to the City.

During the construction phase, LDI can provide general construction administration services. In general, these services include the following usual and customary services:

- Providing Conformed Construction Documents
- Conducting and Attending Pre-Construction Meetings
- Coordination with County Inspectors
- Review Shop Drawings
- Attend Progress Meetings
- Provide General Technical Assistance
- Make Site Visits and Observe Construction
- Assist with Change Order Negotiations
- Perform Substantial and Final Inspections
- Monitor Contractor's Progress and Schedule
- Provide Interpretation of Contract Documents

If requested, LDI will also provide site-resident engineering services and site-resident construction inspection services. In addition, LDI can prepare record drawings based on as-built information provided by the Contractor and will prepare and submit certifications of construction completion to permitting agencies.

MASTER PLANS

LDI's approach to developing any part of the public realm includes maximizing the efficiency of the City's existing park and recreation assets and financial resources available for improvements. This forms the basis of a cost savings program for the City. We are also very aware of the importance in establishing a great working relationship with City staff, the Parks and Recreation Department and the City Commission through responsiveness and availability. The following is LDI's proposed preliminary solution to address a City's Parks and Recreation overall Park Planning goals. LDI shall be responsible for all functions as further defined in this section, but not limited to development of the City's vision and direction for parks, data collection, field verification, public meetings, compilation of finding, and preparation of a preliminary and final Master Plan and report. The approach is listed by tasks, rather than by chronological order of events, since many of the tasks happen simultaneously.

Task 1: Contract Meeting: Contract Meeting to discuss City recommended changes or additions to the project approach, schedule and deliverables.

Task 2: Research and Data Analysis: LDI will perform multiple tasks to collect data and analyze pertinent information, as follows:

- Research and identify unique qualities, geography, demographics, and trends specific to the community that will affect master plan considerations for the future.
- Gather and analyze shared use agreements with the Polk County School Board, as well as with private or not-for-profit franchises and sports organizations, if applicable.
- Research potential for trails and park connections within the City.
- Research and recommend methods that will help the 911 System respond more effectively to park users.

LDI will contact the County and City Historical Societies (if applicable) and related public and private agencies to analyze the preservation and protection of archaeological and historical resources within the City.

We will also conduct a quality assessment of existing park facilities within the City. LDI will rely heavily on the City's Comprehensive Plan and City staff for information. LDI will not perform a structural assessment; however, the age of equipment, standards required for safety and quality of the equipment will be visually reviewed and documented. If appropriate, the quality analysis may include a CPTED review. Items to be reviewed may include:

- Public access including wheelchair, vehicular, pedestrian and bicycle
- Recreational facilities
- Water, air and environmental quality
- Flood control
- Buffering adjacent residential areas from noise, lighting and traffic

- Public safety
- Public access that complies with the objectives of Growth Management legislation and the Americans with Disabilities Act (ADA) and the City of Lakeland's current Transition Plan

LDI may study a City-provided loss of capital expenditures for parks during the last three fiscal years. The list may include items purchased, costs and the source of funding.

We may perform an assessment of all revenue sources that are available or may become available to develop a fiscal analysis of the park system's construction, operation and maintenance.

LDI will take inventory of existing demographics regarding age structure, income structure, ethnic and gender composition, occupation, residential and commercial growth pattern history.

Perform a demographic analysis of trends and patterns in the community and their effect on existing and future park needs. Demographics play a large role in shaping any type of Park Planning. LDI has worked on numerous Park Plans and prepared short and long-range-planning horizon projections (linear, parabolic, geometric and Gompertz models) for all of these jobs. LDI has most recently completed demographic analysis for Desoto and Putman Counties, as well as the Cities of Apopka and Mascotte.

Task 3: Public Relations/Meetings: LDI will prepare a public relations strategy to communicate the purpose of the projects and obtain public participation. Public stewardship of the Park Planning will depend heavily on how much it reflects the specific needs and values of the citizens of the City. Consideration will be given to the present involvement of the citizens currently using City facilities and possible improvements or expansion for the future.

LDI conducted several community meetings with Volusia County for the Lake Beresford Regional Park. Similar public meetings were held in conjunction with the Parks Master Plans for Fort Lauderdale, Lauderdale Lakes, and Longwood.

LDI will work with City staff to determine and identify specific groups to participate in the public involvement portion of the Park Planning process. These groups will include representation of the general public, private sector and City staff.

Listed below are activities LDI utilizes to collect and analyze data and other pertinent public information:

- LDI will work with City staff to determine the appropriate forms of interaction with each of the groups identified. This effort will include the determination of the number and types of meetings necessary, where the meetings will be located, who will be in attendance and will define specific areas of response to be solicited from each group.

- Public meetings for the project will meet the public meeting requirements for the Evaluation and Appraisal Report (EAR), as required by the Florida Department of Community Affairs (DCA). LDI has conducted these types of public meetings through out the state on a regular basis, most recently for Orange County.
- Additionally, LDI could prepare a parks survey to be copied and distributed by the City. The survey will be pre-approved by the client. One cost-saving method for the City is to distribute the surveys in with current newsletters or with utility bills. Another creative strategy that has been very successful in the past is the use of a raffle to obtain more responses to the surveys. Telephone surveys can also be very successful but are more costly and would need to be discussed before adding to the contract.
- Random sampling of park users could also be taken at some of the City's existing park events.
- LDI will tally the results of the public input (on-line/mail out survey responses) into a database. Then a Senior Planner will analyze the data and prepare a written summary of the results to be incorporated into the overall Park Planning.
- LDI will conduct the public participation workshops and display the maps that show the service areas and areas that appear to need more services. LDI will prepare the GIS base maps for the workshop and the GIS display boards. The purpose for the workshop will be to gather valuable community input.
- LDI will present the Preliminary Draft Plan at public user group meetings and collect/catalog their input.
- The public could be notified of the public workshops and the public user group meetings through the City Web Page, legal notices in the newspaper, as well as notices posted at the City Hall and parks.
- LDI will attend City meetings as requested to present and discuss the progress of the Park Planning.
- LDI will attend Council meetings to present the preliminary Parks Plan and advise the Council on the progress of the overall Park Planning.
- LDI will present the final Plan at Council meetings.

Task 4: Parks and Trails Analysis: LDI will look at the potential for expanding and maximizing the efficiency or efficient use of space at existing parks and trails. LDI will evaluate publicly-owned lands to look at the potential for developing future parks and trails. Using a proactive land assembly strategy, LDI will evaluate strategically located vacant lands that have potential for parks, based upon the areas most lacking in park service from the previous map analysis. The interconnections of the City's parks through a city-wide bicycle and greenway plan will be a major consideration while preparing the Parks Plan, as will the potential for connections to County and regional trail networks.

LDI will establish recreational linkages between neighborhoods; existing and proposed community parks, schools, downtown and conservation areas by utilizing facilities including but not limited to roadways, pathways, greenways, pedestrian bridges and blueways.

Task 5: Preliminary Park Plan: The City will be presented with a preliminary version of the Parks Master Plan with maps and graphics for review. A parks opportunities map will be prepared to show where opportunities exist to develop future parks, trails, open space and co-location of facilities. The map series may feature the following:

- Existing City parks and trails
- Planned City parks and trails
- Existing Lakes
- Existing and planned City, County, State Parks
- Conservation and or Recreation Areas
- Vacant City, County, State land
- Vacant private land.
- Eligible drainage easements/utility corridors
- Potential use of rights-of-way
- Historical sites
- Archaeological sites
- Cultural sites
- Entertainment centers
- Future Land Use Zoning
- High growth areas in and around the City
- Surrounding drainage and open space systems
- Areas mapped by the Florida Natural Areas Inventory (FNAI)
- Accessibility-including transit, sidewalk, drivability, walk ability, parking
- Schools
- Any other potential recreation sites
- Growth Areas/Parks Demands

Task 6: Design and Cost Analysis: One of the major benefits of being a multidisciplinary firm is the ability to provide the site layout for the potential trail facilities that can fit on a vacant site or retrofit an existing site to maximize its potential. Additionally, our construction managers will create a Phasing Plan that will address costs and prioritize locations most presently in need of new or refurbished parks, including maintenance and operations. LDI will also analyze the need for any State or Federal environmental studies and/or permits including timing and costs. The prioritized list of projects will include a description, cost and year needed based on rationale agreed to by City officials. As part of this Cost Analysis Task LDI will specifically:

- Identify a long and short-range development program
- Develop park operation and maintenance program for existing and future parks and determine its cost

- Estimated Costs (In 2007 dollars)
- Right of Way Costs (trails)
- Trail Construction Cost (millions)
- Construction Engineer and Inspection
- Total Construction Cost
- Environmental Mitigation
- Ranking of proposed parks based on all of the above evaluation
- Prepare an Implementation Plan. LDI has prepared implementation plans for the City of Longwood and Lauderdale Lakes Parks and Recreation Master Plans. We have also prepared an implementation plan for 9 jurisdictions for the Friends of Lake Apopka project (the Lake Apopka Loop). We understand the need for durability of materials to reduce long term maintenance issues.

Task 7: Park Needs Assessment: LDI will prepare a Needs Assessment Report based on results of the public input process and demographic projections. The Needs Assessment will address:

- Impact Fees. Mrs. Pat Tyjeski won an award for work on impact fees for the City of Ormond Beach while she was a planner for the City. LDI has prepared impact fees (including parks) for the City of Winter Springs including Public Building Impact Fees. We have prepared impact fees utilizing the more innovative approach of square footage applications, as well as the per unit cost method. LDI has done both standards driven and improvements driven methodologies to determine the fair share cost.
- Develop a revised Classification of Parks concept for the City, in conjunction with City staff.
- Develop a set of revised Level of Service standards for the Classification of Parks and Services.
- Project the current deficit and resulting park needs based upon the current population, demographic composition, and population projections based on 5, 10, and 20 year projections.
- Prepare funding strategy recommendations.
- Prepare partnership strategy for utilizing alternate sites such as schools and churches.
- Prepare population projections for the City and environs, in conjunction with City Planning Staff.
- Prepare park facility needs projections based upon the proposed levels of service and park development standards. The need for both land and supporting facilities will be accessed.
- Prepare ordinance requiring developers to provide parkland or comparable funding. LDI has not only written and updated several codes, but we also continue enforce the Codes by functioning as adjunct staff for several planning departments. We currently function as the adjunct planners for and as the development review team for the Cities

of Oviedo, Gulf Breeze and the Town of Lady Lake. We have also performed similar services for the cities of Winter Springs, Edgewater and Leesburg when the cities were short on staff. LDI has continuing services contract to update the City of Orlando's Code of Ordinances, and Pat Tyjeski has completed several revisions over the years. We recently incorporated design guidelines and other revisions into the codes for Gulf Breeze, Lady Lake, Edgewater, Volusia County, Winter Springs, Leesburg, Sanford, and Apopka.

- Prepare Associated Documents and Analysis based on requirements for EAR Amendment and associated Comprehensive Plan Amendments.
- Prepare list of recommendations pertaining to the maintenance of current and future parks.
- Prepare recommendations for frequency of review of the Parks Master Plan and Level of Service Standards/Local Facility Guidelines.

Task 8: Final Report of Parks Planning: The final concept recommendations for the Parks and Trails Master Plan will represent a recreational system that will provide a diverse range of active and passive recreational opportunities and facilities to meet the needs of the present and future residents of Lakeland. The final concept may also show a proposed multi-purpose lakefront promenade/park, to provide recreational activities for all age groups.

LDI will prepare a final report in simple language that may identify the following, depending on the nature of the work:

- A map series showing Growth Trends, Parks, Open Space, and Trails Opportunities and Constraints.
- A complete package meeting all EAR based amendment requirements.
- An ordinance requiring developers to provide parkland or comparable funding.
- A complete package for associated Comprehensive Plan Amendments.
- Site plans for various park and trail facilities. These plans, which will be conceptual in nature, will include recommended site improvements, additions and renovations based upon current and future needs.
- A Final Parks Plan Document to include all assessments, analysis, and recommendations.
- Incorporation of the Parks Plan focusing on 5, 10 and 20 year needs.
- Incorporation of the goals, objectives and policies from the City's Comprehensive Plan, Recreation and Open Space Element.
- An inventory of existing parks and trails.
- GIS maps that identify locations for parks and trails in the City.
- A summary and database of key leaders in the community that were contacted.
- A summary of the results of the public survey results and community workshops.

- Revise the Preliminary Draft Master Plan based on staff, public and user group comments.
- At a minimum, the final concept will be based upon State standards, as well as the survey and workshop results; identification of park and trail facilities needed to meet the growing population over the short and long-term planning horizons; and identification of lands needed to maintain or exceed the adopted level of service. Priorities will be based initially upon safety and ADA accessibility, then upon meeting level of service requirements, and upon improving the quality of life for the City's residents.
- A needs assessment of land for greenways and supporting facilities.
- A recommendation for frequency of review of the Parks Master Plan and Level of Services.
- LDI will provide a professionally bound report in full color. Copies will be provided as well as a digital file on a CD. Non proprietary GIS information of the Parks Master Plan's graphics will be included.

3. Relevant Experience

LDI has assembled an impressive team to perform all the services requested for the City of Lakeland's Parks and Recreation Department Request for Proposal #7197. In addition to LDI's background and experience in Parks Planning and Design, Landscape Planning and Design, Civil Engineering Design, Grant Preparation, Streetscapes, Trails, Greenways, Historic Preservation and Design Guidelines, our team is also well-versed in Architecture and Building Design, Structural Engineering and Design, Environmental Assessment and Logistics, and Land Surveying Services for parks projects.

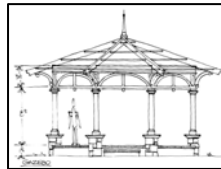
Requisite Park Background and Capabilities: Visualizing and creating a community park is an extensive undertaking, however LDI and its project team partners have extensive experience successfully completing similar community park projects. Therefore, LDI and its associated project team members are highly qualified to perform the services requested by the City. The following paragraphs provide an abbreviated summary of LDI's relevant past experience in each of the areas of interest included in this RFP advertisement.

- **Athletic Fields and Courts:** The Barker Park Improvements project for the City of Orlando, Loyce E. Harpe Park Improvements for Polk County, and Soldiers Creek Park for Seminole County are three good examples of LDI's recent experience related to athletic fields and sport courts. For the Loyce E. Harpe Park project, the County's existing ball fields were experiencing extensive drainage problems. LDI understands the requirements for adequate surface drainage and the special turf grass requirements for athletic fields. Recently, LDI worked with Polk County to evaluate the site conditions and drainage problems, make recommendations for site improvements, and subsequently develop a set of construction documents which provided park improvements to

correct the drainage problems. The effected fields included two sets of soccer fields and two sets of little league baseball fields, for which LDI developed construction plans for installing underdrains and re-grading the athletic fields to correct the surface drainage problems. The Barker Park project included an existing deteriorated tennis court/basketball court which needed renovation and resurfacing. LDI prepared construction documents illustrating the surface preparation and application of a state-of-the-art sport court surface coating system. The Soldiers Creek Park project included the development of a master park plan which included baseball and softball diamonds, as well as a soccer field. LDI developed a master park plan which provided the maximum number of athletic fields along with site parking, stormwater retention, restrooms, concession buildings, and playground areas.

- **Parking Lots, Stormwater and Utilities:** LDI has an extensive background in these disciplines, with our experience being illustrated in many of the following examples. Lake Beresford Park in Volusia County and Twin River Trail Park in Oviedo are two notable illustrations. Lake Beresford Park included development of a 100 acre park and nature trail site. The park development included a large paved parking lot with stormwater collection and treatment in on-site retention ponds. In addition, Lake Beresford Park is located in a remote area of the County where no centralized utilities are available. LDI completed the design of an on-site well, water treatment plant, and water distribution system, as well as a septic tank system for the restroom building. Twin Rivers Trail Park included two park entrances, each with a separate parking lot and stormwater treatment area. LDI completed all site design and permitting for the project. Additionally, LDI has experience with projects having structured parking (parking garages). LDI recently completed Parking Garage #V at the University of Central Florida. In addition, LDI is completing the site design for the Mitchell Hammock Road Mixed Use Site which includes a two level parking garage. Furthermore, LDI is currently assisting the City of Maitland with conceptual planning for a downtown parking garage. Also, to reduce stormwater run-off, LDI has provided pervious parking for several projects where stormwater limitations were an issue. Also worth noting is our experience with **pervious parking surfaces.**

- **Picnic Pavilions/Restrooms/Multi-Use & Concession Buildings:** The architecture firm of Lucia, Kassik & Monday is one of Florida's most experienced and well-respected architectural firms. They are a full-service firm with extensive experience on projects related to parks. In addition, LDI has completed the master planning and final design of parks which contained pavilions, restrooms, and concession buildings. For example, picnic pavilions with picnic tables were included with the final design of the Barker Park Project for City of Orlando. Several picnic pavilions as well as a restroom building were provided with the Lake Beresford Park project for Volusia County. The Soldiers Creek Park project included the master planning for restroom buildings and concession building.



- **Boardwalks and Bridges:** With an imaginative design, boardwalks and bridges can take a park from run-of-the-mill to a must-see, local attraction. LDI has worked on numerous projects with these components. For example, the City of Orlando Barker Park project completed by LDI included a 150-foot long boardwalk and fishing pier extending into Clear Lake. LDI has included a specialty subconsultant, Southeast Structural, to assist with all boardwalk and bridge assignments for this project.
- **Playgrounds/Sport Field Lighting:** LDI has experience with the site planning and development of construction documents for projects that include playgrounds and lighting facilities. Barker Park Project, Lake Beresford Park, and Soldiers Creek Park included playground areas. The Soldiers Creek Park project also included the development of a lighting plan for the proposed athletic fields. Customarily, LDI will work directly with the equipment vendors for the specialty items. For instance, LDI will work directly with Rep Services, Inc. for development of playground areas. Rep Services is located locally to LDI's office and is able to provide prompt design assistance. When lighting is involved with the project, LDI consults with SESCO Lighting. SESCO Lighting's office is conveniently located directly adjacent to LDI's office building in Winter Park. SESCO Lighting has provided lighting designs for several park projects completed by LDI. In addition, SESCO Lighting has also worked with LDI to provide lighting plans for parking lots and general site lighting projects.

- **Native Flora and Fauna Habitats:** DNA Environmental is among Florida's leading firms in terms of Environmental Resource Permitting and Project Management. They are on the cutting edge of bridging the gap between environmental science and policy and construction and site design. This firm will address all City needs under these criteria. In addition to this, LDI's Project Manager has a Bachelor's Degree in Horticulture (as well as Landscape Architecture). This greater understanding of plant material will mean an increased benefit to the City.
- **Skate Parks:** LDI has completed several conceptual designs which include skate parks and also Frisbee parks. The City of Ft. Lauderdale and also Lauderdale Lakes are examples where skate parks were involved.



- **Signage and Wayfinding:** Friends of Lake Apopka Greenways and Trails Master Plan, included below, is just one illustration of LDI's experience in this specialty.
- **Grant Writing and Document Preparation:** LDI has prepared Grant Writing on a number of projects, including the Florida Boater Improvement Program, the Florida Recreation Development Assistance Program and the Florida Communities Trust.
- **Paths, Trails and Greenways:** This is one of LDI's most noteworthy specialties, and we have collected several awards related to our work. Among those are the **2002 Florida Planning and Zoning Association Award** and we also won **First Place at the Goldsboro Trail National Design Competition**. In addition, Lake Beresford Park included the design of a multi-use on a 100-acre site. Twin Rivers Trail Park design completed by LDI included the design and walking trails on a 32-acre wooded site.