PARKS ADVISORY COMMITTEE

AGENDA

Monday, November 8, 2021

6:00pm Public Meeting Session - Virtual (GoToMeeting)

PAC Meeting

- **I.** **Introductions** – (5 min.)
- **II.** **Public Comment** – (up to 10 min.)
- **III.** **Assignment Review** – (5 min.)
- **IV.** **Review of Meeting Summary** – All (2 min.)
- **V.** **New Business** – All (20 min.)
  1) Parks Volunteer & Marketing Coordinator
  2) Parks Business Operations Supervisor
  3) Water System at Fern Ridge
  4) FY 23-27 CIP
  5) Field Trip
- **VI.** **Old Business** (10 min.)
  1) Facility Condition Assessment – Next Steps
  2) Parks Funding Plan – Next Steps
- **VII.** **Staff Updates/Reports** – (15 min.)
  1) Armitage Campground Expansion Update
  2) Harbor Vista Cabins Update
  3) Non-motorized Access to Coast Fork of Willamette River at HBRA Update
- **VIII.** **Open** – All (5 min.)
- **IX.** **Operations Reports** - (5 min.)
- **X.** **Meeting Wrap-up/Assignments** – (5 min.)
- **XI.** **Adjourn**

2021 Meeting Dates:

JANUARY 11	MAY 10	SEPTEMBER 13
FEBRUARY 8	JUNE 14	OCTOBER 11
MARCH 8	JULY NO MEETING	NOVEMBER 8
APRIL NO MEETING	AUGUST NO MEETING	DECEMBER 13

Lane County Parks Advisory

October, 11 2021
Meeting Summary

This written indexed summary of minutes is provided as a courtesy to the reader.
The recorded minutes created pursuant to ORS 192.650(1) are the official minutes of this body under Oregon law.

The recorded minutes are available on the Parks Advisory Committee website:

http://lcpubw05.lanecounty.org/information/pw_parks/PAC10_11_2021.mp4

Members Present:	Jim Mayo, Kevin Shanley, Greg Hyde, Carl Steifbold, Mike Allen
Members Absent:	Ashley Adelman, Tyger Gruber
Staff Present:	Brett Henry, Ed Alverson, Cynthia Schlegel
Guests Present:	None

Vice-Chair Mayo called the meeting to order at 6:00 p.m.

00:00:18 Introductions

00:01:40 Public Comment

- None

00:01:41 Assignment Review

- Henry was assigned to provide an update on the electric vehicle charging station project at Howard Buford Recreation Area (HBRA). Henry covered it under Staff Reports.

00:01:58 Review of Meeting summary for September 13, 2021

- Approved as written; Kevin Shanley motioned, Mike Alan seconded, motion passed unanimously.

00:02:55 New Business

HBRA Prescribed Fire Recap

- Henry and Alverson gave a summary to the PAC.
- On October 4th, with funding from the BLM Fuels Reduction Grant and help from the Rivers to Ridges Consortium, a prescribed burn was held at HBRA at the Spring Box Management Unit which is about thirty acres in size and located in the North Bottomlands Stewardship Zone.

- Weather conditions and resources were not optimal over the past two years to conduct the burn, so very fortunate to burn with the extended fire season and drought in the valley.
- Burn also included about twenty acres of the Nature Conservancy's Willamette Confluence Preserve through pooling funding with the Conservancy.
- Five different burn units were submitted in the burn application and hope to do a couple more units later this week.
- Parks Division and the County conducted messaging and public outreach recognizing public concerns including smoke sensitivity.
- Prescribed or ecological burns are important because they reduce the risk of high intensity fires.
- Burns are only conducted with suitable weather conditions (humidity, wind, temperature) and are controlled/confined to a designated footprint.

Parks funding Task Force Board Work Session

- Henry and Bob Keefer with the Special District Association of Oregon will present the recommendations from the Parks Funding Task Force to the County Board of Commissioners (Board) on October 19th.
- Copies of the funding report are available for PAC members that want to come by the Parks office and pick one up.
- The presentation will last around ninety minutes with discussion and Henry encouraged PAC members to listen to the session that will be recorded and available on the county website.
- An additional deferred maintenance study on another thirteen parks is planned prior to next spring. Also, engineering and feasibly studies on the identified capital projects are planned.

00:35:40 Old Business

North Jetty Lease Plans

- The maintenance agreement with the Department of State Lands is due to expire on June 20, 2022 and Parks is working on a long-term lease agreement prior to expiration.
- Parks received funding from the Morse Family Trust that will be used for improvements (paving of beach and dive parking lots, electrical infrastructure, ADA access, and wayfinding/interpretive signage).
- The lease will go before the PAC for approval and then the Board of County Commissioners, as well as the Finance and Audit Committees for the day-use parking fees prior to execution.

Facility Conditions Assessment Board Regular Session

- The time certain for the Board presentation on October 12th is at 1:30pm.
- Findings from assessment of Armitage, Baker Bay, Orchard Point, & Richardson Parks indicated that all parks are in poor to extremely poor condition.
- The deferred maintenance backlog at the four parks is almost $16 million. If no significant capital investments are made over the next ten years, the backlog is anticipated to grow to $27 million.

00:47:21 Staff Updates/Reports

Holiday Farm Fire FEMA Projects Update

- Parks is working with FEMA on the McKenzie River corridor parks that received damage.
- There are three open projects with FEMA: debris removal, alternate projects, and the Forest Glen restroom.
- Hazardous trees remain at Eagle Rock Park and Parks will work with the Roads vegetation crew to identify, GPS, and submit to FEMA for approval.
- Eagle Rock will require further planning and public outreach/involvement to prior to making any improvements beyond restoration.

Electric Vehicle Charging Station at HBRA Update

- Coordinating with the Mount Pisgah Arboretum and County Fleet to utilize the grant from EPUD to install a dual-port electric vehicle charging station at the Arboretum parking lot.
- Experienced supply chain delay with transformer but the materials are now secured and construction will begin soon, however Fleet is awaiting a permit from the utility company for work within the right of way.
- The out of pocket expense for the charging station is around $14,500 and Fleet Services has agreed to incur the cost.

Armitage Campground Expansion Update

- Branch Engineering is assisting Parks with design engineering and septic improvements.
- Sperry Tree Service conducted a site visit to assess which trees can be kept, which will need to be removed, and which can be worked around within the impact area.
- This process (the layout) must occur prior to the more detailed design work.
- A public meeting at a later date will gather feedback and input on the design and what features and services park visitors prefer at the campground and surrounding day-use.
-

Harbor Vista Cabins Update

- Short project delay with permitting and supply chain but Parks staff is currently working hard on completing construction of the three cabins.
- The sonic tubes and rebar were installed and the concrete for the porches poured.
- The ADA pathways will be added soon.

01:09:40 Open

- Shanley asked Henry for an update on the Marine Board regarding water access at HBRA. Henry stated an RFQ went out October 11 and will close on October 22. The Marine Board awarded Parks a Waterway Access Grant. The estimated cost is $95,000 and the grant is $66,000. A viable location will be identified along with portable restrooms and adequate parking.

- Allen reported that SOLVE organized a cleanup at the North Jetty.

- Shanley stated there are a lot of blackberries and other invasive species at many parks including Armitage that need to be removed. He would like to see Parks put a plan together to remove and suppress invasive species.

01:19:26 Operations Report

- There are three covered bridges maintained by Parks that are off-line from the county road system. The Stewart Covered Bridge needs repairs of about $200,000 to replace rotten floor beams. County Administration allocated funding to the division for the repairs since no maintenance funding is provided to parks. An inspection of the bridge will occur in November and Parks will share the report with the PAC.
- No parking signs were installed at the entrance of Frank Parrish Road and the Buford Park Road at HBRA.

01:24:59 Meeting Wrap-up/Assignments

- Explore PAC field trip to Harbor Vista & the North Jetty in November.
- Henry will follow up on scotch broom removal volunteer project.
- County Climate Strategist Mark Nystrom is planned to discuss the county's Climate Action Plan and possible involvement from the PAC.

Mayo adjourned the meeting at 7:26 p.m.

Parks Volunteer & Marketing Coordinator

DESCRIPTION:

LANE COUNTY PARKS: Lane County's parks and open spaces are located in the region's most beautiful natural areas and offer opportunities for year-round recreation. There are abundant trails for hiking and biking, ocean beaches and covered bridges to photograph and explore, and lakes and rivers to fish and float. Visitors and residents come to camp, fish, picnic, and play. Lane County Parks hosts over 3 million visitors per year at 68 recreational sites that total over 4,300 acres. These sites offer reservoir access, river access, marinas, and a variety of camping options.
PARKS VOLUNTEER COORDINATOR: This position will manage the Lane County Parks Volunteer Program. The position effectively communicates with the public regarding the Volunteer Program (Adopt-A-Park Program), with the goal of developing and maintaining a network of volunteers and partners to advance the vision, mission, and goals of the Parks Division as stated in the 2018 Lane County Parks and Open Spaces Master Plan. The Parks Volunteer & Marketing Coordinator works closely with the Parks Natural Areas Coordinator and other staff in areas such as recruiting and supervising volunteers and partners; recruiting and supervising volunteer hosts; tracking volunteer and partner contributions; forming Friends groups; researching, analyzing, and managing grants; developing a volunteer recognition program; and recruiting and managing interns. Additionally, this position will focus on marketing; social media and outreach; and website maintenance with an emphasis on communicating the value of Lane County Parks to the local community. This position will facilitate the formation of an umbrella 501(c)(3) Friends non-profit organization to serve and advocate on behalf of the Parks Division. The Parks Volunteer & Marketing Coordinator reports directly to the Parks Division Manager.

Specific program duties include:

Volunteers and Partners

- Promotes and supports volunteering opportunities by developing and implementing an engagement and communication plan focused on recruiting and retaining individuals, partners, and non-profits to assist with implementing the Parks Master Plan goals and strategies.
- Develops and manages formalized agreements with partners and stakeholders who operate facilities on Lane County Park lands, who support stewardship, and who have an ownership stake in various County park sites.
- Oversees the Lane County Parks Volunteer Host Program with regard to recruitment, evaluations, and volunteer service agreements for parks and campgrounds.
- Supports field staff by creating recognition material and by coordinating recognition events.
- Facilitates collaboration and planning efforts with local and regional park agencies and park districts.

Interpretation and Special Programs

- Works with the Parks Division Manager to develop goals, objectives, plans, and standards for the implementation of an interpretive program. Works with the Parks Natural Areas Coordinator to communicate interpretive program goals and plans and the value of interpretive programs with the public and elected officials.
- Coordinate Large Event Oversight with vendors and event facilitators which includes Large Event application review and scoring.
- Facilitates Large Event Oversight Committee meetings and communicates with stakeholders and local residents prior to event consideration.
- Ensures all park events are consistent with the goals and strategies of the 2018 Parks & Open Space Master Plan, the findings and recommendations of the Lane County Large Events Task Force, and are consistent with park classification and character.

Public Relations/Communication, Marketing Skills, and Other Duties

- Create marketing materials that communicate the value of Lane County Parks to the local community.
- Provides technical assistance in the design and development of park events and activities that will achieve a positive visitor experience.
- Engages with local businesses and outdoor recreation companies by organizing volunteer drives and investment opportunities to support park needs.
- Works with Park staff to assess visitor experience and motivation. Identifies program needs to improve quality of visitor recreational experience.
- Manages Lane County Parks' social media, website content, and public relations.

Parks Business Operations Supervisor

DESCRIPTION:

LANE COUNTY PARKS: Lane County's parks and open spaces are located in the region's most beautiful natural areas and offer opportunities for year-round recreation. There are abundant trails for hiking and biking, ocean beaches and covered bridges to photograph and explore, and lakes and rivers to fish and float. Visitors and residents come to camp, fish, picnic, and play. Lane County Parks hosts over 3 million visitors per year at 68 recreational sites that total over 4,300 acres. These sites offer reservoir access, river access, marinas, and a variety of camping options.

The Parks Business Supervisor is responsible for supporting the Parks Division with contract management, capital project oversight, accounting, and preparation of the annual budget. In addition, the position provides support to management to ensure the division provides efficient services to the public and operates in a fiscally responsible manner. The Parks Business Supervisor also provides supervision of an Administrative Assistant, a Senior Accounting Clerk, and additional staff who provide customer support with the Parks Call Center. The Parks Business Supervisor reports directly to the Parks Division Manager. This position will advance the vision, mission, and goals of the Lane County Parks & Open Space Master Plan by assisting with implementing the Action Plans and strategies identified for completion.

The Public Works Analyst is a broad classification. Incumbents are engaged in a wide range of analytical, organizational research, budget management, cost analysis, contract support, marketing, property management, program compliance activities and work in support of area of assignment. Individual assignments may be general in nature, providing professional support to a variety of programs, departments, or people, or for the oversight of a single program. Specific duties will vary in accordance with assigned area of responsibility:

Management Support - Responsibilities will generally include: researching and analyzing organizational, system, and procedural issues and trends and developing analytical models; making policy recommendations related to budget and financial matters; preparing and recommending budget plans and related worksheets; maintaining related systems and reporting; preparing and developing marketing plans; and researching and responding to grants, including all applicable reporting requirements.

EXAMPLES OF DUTIES - DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Analyzes, collects, organizes, monitors, and interprets a variety of program information and data; coordinates programs and projects; ensures process compliance with rules and regulations.
- Conducts field surveys and researches available records related to the development of projects or programs
- Responds to public, developer, contractor and other agencies' concerns, questions, complaints and requests for information related to projects and programs.
- Prepares and maintains a variety of contracts, records, and reports related to operations in assigned area of responsibility.
- Assists in preparing the annual budget which requires reviewing budget requests, collecting budget information, and assisting in coordinating budget resources.
- Performs other duties of a similar nature or level, including complex and specialized duties in support of a division or work unit, including special projects.
- May coordinate and facilitate training sessions regarding safety and processes.
- May prioritize and assign work to lower level staff; monitor the performance of lower level staff; train staff on work methods and procedures; and participate on staff evaluations.
- May respond to sensitive requests for information and assistance, and providing information regarding applicable rules, policies and regulations.

• Performs other duties of a similar nature or level.
• Supervise lower level and "C" band Administration Division staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
• Interagency coordination with grants and agreements.

POSITION SPECIFIC RESPONSIBILITIES:

Positions assigned to Management Support may be responsible for:
• Preparing budget reports;
• Conducting surveys of practices and procedures;
• Designing or upgrading accounting systems;
• Monitoring project budgets, contracts, and/or related resources;
• Supervising staff

Request For Quote
Design/Architect Services
Public Works Department

OVERVIEW

Lane County Public Works is seeking Quotes from qualified Quoters to provide engineering plans for the installation of two – 10,000 gallon water storage tanks on Richardson Butte at Fern Ridge Lake. This request is for engineered plans that allows Lane County Parks to double the storage capacity of their chlorinated domestic water system that services Richardson and Orchard Point Parks. The two new 10,000 gallon tanks will require connections to the existing 20,000 gallon concrete water storage tank. Each individual tank needs to be isolatable and have drain valves on each tank. The design must meet requirements for the tanks to be set at the exact same elevation, as the existing 20,000 gallon concrete tank, to enable the tanks to fill and empty at the same rate. Provide an analysis on current chlorine treatment mechanisms to offer recommendations on the type of tank to install and any required mechanisms to mix the water within the storage tanks. Incorporate into the design an approach apparatus to all three tanks. Determine a location for the new tanks in correlation with the existing tank. Develop construction documents, inclusive of technical specifications and drawings for construction bidding, budgeting and permitting purposes.

EVALUATION AND SELECTION OF QUOTES

Quoters should be aware that the findings of County staff will result in a recommendation. The final decision of actual award of an Agreement rests with the County Administrator, as appropriate.

The award shall be to the Eligible Quoter(s) whose Quote is determined in writing to be the most advantageous to the County in overall value, considering both cost and qualifications. (LM 21.110)

DEADLINE

Please fill out Attachment A at the end of this document. Type directly into the document, save as MS Word file, and return, along with a pdf copy of your standard contract template, all via email, to Ashleigh Riolo (see Contact Information) no later than Friday, November 12, 2021.

ADDITIONAL TERMS

In evaluating the Quotes and selecting a Vendor, County reserves the following rights:

- To reject any Quote, and may for good cause, reject any or all Quotes when it is in the public interest to do so;
- To issue subsequent requests for Quotes, if desired;
- To negotiate with any Vendor to further amend, modify, refine, or delineate its Quote, and the Agreement price as it is affected by such negotiation of scope of services, and specific Agreement terms;
- To request additional or more detailed information from any Quoter

CONTACT INFORMATION

All questions regarding this project and request should be directed to Ashleigh Riolo at the contact information below.

Thank you for participating.

CONTACT:

Ashleigh Riolo
Capital Improvements Project Manager
Lane County Public Works
3040 N. Delta Hwy
Eugene, OR 97408
541-682-6699
Ashleigh.Riolo@lanecountyor.gov

ATTACHMENT A

INFORMATION TO BE PROVIDED WITH QUOTES

1. Company Name, product name, and contact information (email, office phone, cell phone if available) for Quote process.

2. Please provide a brief overview of your organization. Be sure to include number of years providing design engineering services and, number of employees you will dedicate to this project.

3. Please provide an overview of your knowledge of water distribution system design and water intake at a park recreation facility.

4. Please include an overview of the following:
    - Ability to understand water distribution systems
    - Ability to provide guidance on water treatment processes
    - Ability to understand DEQ's water monitoring program
    - Ability to develop construction specification documents and cost estimates
    - Ability to develop engineering drawings and technical specifications

5. Please discuss briefly the experience and qualifications of the individuals who would be assigned to the County's account and attach their resumes.

6. Is your firm licensed to do business in the State of Oregon?

7. Please discuss the Scope of Services for Lane County outlined in this RFQ and tell us about your ability to perform these specific Services.

8. Please submit a copy of your standard contract template.

9. Please provide your proposed fees for the services described in this RFQ for (Insert #) years. Your proposed fee should be a fixed price, including all anticipated travel related expenses and/or miscellaneous expenses.

Annual Fees	
Year 1	**$**
Year 2	**$**
Year 3	**$**

10. Please indicate if there would be additional fees and describe in detail.

11. Please indicate if you will require Lane County to utilize any particular tools in keeping with your service practices. If so, please outline in detail and indicate whether there are related fees and what they are.

12. We seek references from your **top 2 clients**. The County reserves the right to investigate the past performance of any Quoter with respect to its successful performance of similar projects, compliance with contractual obligations, and its completion or delivery of a project on schedule. Please ensure that your references are prepared to speak to us regarding your service and operation.

a. Name of Organization:

Length of Time as Client:

City or region service Client is located in:

Name of Contact:

Contact's Telephone and Email:

b. Name of Organization:

Length of Time as Client:

City or region service Client is located in:

Name of Contact:

Contact's Telephone and Email:

Lane County - Capital Improvement Plan FY 23-27 Submission

Armitage Campround Phase II Expansion

	TOTAL PROJECT COST:	***$ 726,000***	
Department:	Public Works	**Project Category:**	Parks
Division:	Parks	**Project Location:**	Armitage Park Campground
Contact:	Brett Henry x2001	**Project Start Date:**	FY21
	Project Supported with American Rescue Plan Funds?		No

Project Description

Armitage Park Campground will expanded by approximately 20 sites. Phase II began in FY 20-21 with the design engineering. Additonal infrastructure upgrades include expanding existing water, sewer, and electrical systems. The infrastructure upgrades are funded by $100,000 in Transient Room Tax (TRT) allocations. The engineering and septic design is anticipated to be complete prior to the completion of the contract with Branch Engineering, Inc. on June 30, 2022. Sewer, water, and electric infrastructure along with the permitting will be in place following the design completion by FY24. Following this, the road, campsites, landscaping, and other campsite infrastructure will be completed.

Project Image

Project Justification

Armitage Park Campground is a year-round public campground with an annual occupancy of over 70 percent, which peaks at 90 percent during the summer months. Adding the additional campsites would significantly increase the capacity, meet a community need, and add additional reoccuring revenue to the Parks Division.

Project Cost	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	5 Year Total
Planning						**$ -**
Construction	$ 330,000	$ 330,000				**$ 660,000**
Other						**$ -**
Internal Costs	$ 33,000	$ 33,000				**$ 66,000**
Total	$ 363,000	$ 363,000	$ -	$ -	$ -	**$ 726,000**
Explanation	The design engineering services for Phase II of the campground expansion began in FY 20-21. This work includes designing the campsites as well as producing construction documents with 90% engineered plans, permit submittals, and a refined cost estimate for construction of the campground and associated infrastructure. Additionally, the engineering firm under contract will provide a septic system design that meets the capacity of the campground.					

Project Financing	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	5 Year Total
Revenue						**$ -**
Reserves	$ 280,000					**$ 280,000**
County Capital Fund						**$ -**
Debt/Other	$ 83,000	$ 363,000				**$ 446,000**
Total	$ 363,000	$ 363,000	$ -	$ -	$ -	**$ 726,000**
Explanation	System Development Charges (SDC) funds ($280,000) will be used to fund a portion of the construction costs in FY23. The remainder of the funding ($363,000) for the construction of the campsites and utility infrastructure in FY24 is yet to be identified at this time.					

Dept Operating Impact	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	5 Year Total
Cost/(Savings)		$ (269,051)	$ (274,432)	$ (279,921)	$ (285,519)	**$ (1,108,923)**
Explanation	Increases to operating revenue will be generated from the additional campsites that are anticipated to average around 80% capacity. The estimated total would be $255,300 annually. Additionally, Recreation Vehicle Registration Fee revenue would increase an estimated $13,751 in the first FY with increases of an additional 2% each subsequent year. This additional revenue will subsidize operational expenses associated with the added utilities.					

CW Operating Impact	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	5 Year Total
Cost/(Savings)	$	$	$	$	$	**$ -**
Explanation	No costs will be occurred countywide resulting from this project.					

Lane County - Capital Improvement Plan - FY 23-27 Submission
PrePlanning Stage

Armitage Maintenance Shop

Department:	Public Works	**Project Category:**	Parks
Division:	Parks	**Project Location:**	Armitage County Park, Eugene
Contact:	Brett Henry x2001	**Projected Start Date:**	FY 22-23

Project Description

Demolish existing maintenance shop. Purchase and install a 70' x 30' pre-fabricated metal building with shop bays to store and protect maintenance vehicles, equipment and tools.

Project Justification

The existing maintenance building at Armitage Park is in very poor condition according to the Facility Condition Assessment. Also, the current building is too small to store all the maintenance equipment and vehicles, requiring storage and parking of expensive equipment and vehicles outside the shop bays. Storage of equipment outside leads to faster depreciation from exposure to the weather and vulnerability to theft and vandalism.

Project Cost & Resources Information

This project was started in FY20 but deferred due to the pandemic. An architect (Lee Kersh) was hired to assist with the construction plans and permitting. The total remaining cost is estimated to be $200,000 with $20,000 in internal costs. The Armitage Maintenance Shop is included in the American Rescue Plan Act (ARPA) departmental request and is listed as a Medium Priority for Public Works. The funding source is yet to be identified.

Potential Operating Cost Impacts

The Parks Division will hire a general contractor to minimize the disruption of daily maintenance operations. Outsourcing this project will reduce the operating costs.

Potential Countywide Cost Impacts

None.

Lane County - Capital Improvement Plan - FY 23-27 Submission
PrePlanning Stage

Baker Bay Campground, Marina, & Day-Use

Department:	Public Works	**Project Category:**	Parks
Division:	Parks	**Project Location:**	Baker Bay County Park, Cottage Grove
Contact:	Brett Henry x2001	**Projected Start Date:**	FY 23-24

Project Description

Infrastructure replacement and upgrades to Baker Bay campground, marina, and day-use facilities.

Project Justification

The projects were identified as priorities in the 2021 Facilities Condition Assessment due to the very poor condition of the infrastructure at Baker Bay.

Project Cost & Resources Information

Total construction cost is estimated at $2,499,077 with $92,559 in internal costs from the 2021 Facility Condition Assessment Report. This project was submitted for $1,000,000 in ARPA funding. It is listed as a High Priority or the Public Works Department. The funding source is yet to be identified.

Potential Operating Cost Impacts

A general contractor will be hired to reduce operating costs and the impact on daily operations.

Potential Countywide Cost Impacts

No costs will be incurred countywide resulting from this project.

Lane County - Capital Improvement Plan - FY 23-27 Submission
PrePlanning Stage

Fern Ridge Sewer System

Department:	Public Works	**Project Category:**	Parks
Division:	Parks	**Project Location:**	Richardson County Park
Contact:	Brett Henry x2001	**Projected Start Date:**	FY 23-24

Project Description

Upgrade the sewer system (including the sewage lagoon) at Richardson Park.

Project Justification

This project was listed as a high priority in the 2021 Facility Condition Assessment since the system is at the end of its useful life.

Project Cost & Resources Information

Total construction cost is estimated at $1,500,000 with $75,000 in internal costs. This project was submitted for $1,500,000 in ARPA assistance. The project was listed as a High Priority for the Public Works Department. The funding source is not yet identified.

Potential Operating Cost Impacts

A general contractor will be hired to reduce the impact on the operating budget for the Parks Division.

Potential Countywide Cost Impacts

None.

Lane County - Capital Improvement Plan - FY 23-27 Submission
PrePlanning Stage

Forest Glen Restroom

Department:	Public Works	**Project Category:**	Parks
Division:	Parks	**Project Location:**	Forest Glen Landing, Blue River
Contact:	Brett Henry x2001	**Projected Start Date:**	FY 22-23

Project Description

The Lane County Parks Division is requesting to replace a two stall masonry block double-vault restroom at Forest Glen Park that was damaged in the Holiday Farm Fire on August 16, 2020. The Parks Division is receiving assistance from FEMA for replacement of the restroom.

Project Justification

The restroom is a needed facility at a poplular boat launch site on the McKenzie River that receives heavy usage during the spring and summer months.

Project Cost & Resources Information

FEMA provided a cost estimate to build back the same structure (two stall masonry block double-vault restroom) with the same footprint and dimensions. The cost estimate is $43,946 with a cost share of 75/25 (federal/county). Lane County Parks reviewed the cost estimate from FEMA and consulted with the Lane County Public Works – Planning Division. It was determined that due to the current design standards and codes, the replacement vault restroom must include American Disability Act (ADA) accessibility within its design, and therefore include an ADA accessible pathway from the parking area to the restroom and ADA parking for one single car and one vehicle with a boat trailer. The Oregon State Marine Board (OSMB) provided Lane County Parks with a conceptual estimate (Attachment B) for constructing a restroom that contains the current design codes and standards. This estimate was $130,000 and includes direct and indirect costs. The estimate does not include: engineering design, building permits, or construction management overhead which are estimated at 10% of the project cost.

Potential Operating Cost Impacts

A general contractor will perform the construction to minimize operating costs.

Potential Countywide Cost Impacts

None.

Lane County - Capital Improvement Plan FY 23-27 Submission

North Jetty Improvements

	TOTAL PROJECT COST:	***$ 558,800***	
Department:	Public Works	**Project Category:**	Parks
Division:	Parks	**Project Location:**	North Jetty Park - Florence, Oregon
Contact:	Brett Henry	**Project Start Date:**	8/1/2022
	Project Supported with American Rescue Plan Funds?		No

Project Description

Lane County Parks plans on entering into a long-term lease in FY 22 with the Department of State Lands.
Phase 1 in FY 23: Improve the beach parking lot and dive parking lot (paving, ADA access, drainage, & grading), add electrical infrastructure, light pole, enhance informational and interpretive signage, trail wayfinding, and kiosk design). Phase 2 in FY 24: Replace portable restrooms with permanent restroom facilities.
Phase 3 in FY 25: Add a raised boardwalk along the levy to improve beach access.

Project Justification

North Jetty parking fees are expected to generate from $75,000 - $100,000 in annual revenue. It is anticipated that the park will receive more visitation after improving the parking lot drainage and enhancing the accessibility and trail wayfinding.

Project Image

Project Cost	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	5 Year Total
Planning						**$ -**
Construction	$ 153,000	$ 130,000	$ 225,000			**$ 508,000**
Other						**$ -**
Internal Costs	$ 15,300	$ 13,000	$ 22,500			**$ 50,800**
Total	$ 168,300	$ 143,000	$ 247,500	$ -	$ -	**$ 558,800**
Explanation	FY 22-23: Includes impoving the beach access lot and dive parking lot (paving, striping, grading, drainage, and handicap accessibility), installation of electrical infrastructure, a light pole, and way-finding signage. These project costs with design and permitting total $153,000. Funds in FY 23-24 will be used for design, permitting, and installation of a permanent restroom with handicap accessibility. Funds in FY 24-25 will be used for the design, permitting, and construction of an elevated boardwalk.					

Project Financing	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	5 Year Total
Revenue	$ 15,300	$ 143,000	$ 247,500			**$ 405,800**
Reserves						**$ -**
County Capital Fund						**$ -**
Debt/Other	$ 153,000					**$ 153,000**
Total	$ 168,300	$ 143,000	$ 247,500	$ -	$ -	**$ 558,800**
Explanation	The Parks Division received a donation from the Morse Family Trust for $153,000. The Public Works Director gave authority for the Parks Division to allocate these funds for capital improvements at North Jetty. The additional funding sources for the FY 24 & FY 25 project costs is yet to be identified.					

Dept Operating Impact	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	5 Year Total
Cost/(Savings)	$	$ (75,000)	$ (76,500)	$ (78,030)	$ (79,591)	**$ (309,121)**
Explanation	Enhancements to the parking lot, beach access, and wayfinding signage will increase park usage and thus increase day-use parking fee revenue.					

CW Operating Impact	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	5 Year Total
Cost/(Savings)	$	$	$	$	$	**$ -**
Explanation	There are no countywide costs resulting from this project.					

Lane County - Capital Improvement Plan - FY 23-27 Submission
PrePlanning Stage

Orchard Point Park & Marina

Department:	Public Works	**Project Category:**	Parks
Division:	Parks	**Project Location:**	Orchard Point Park
Contact:	Brett Henry x2001	**Projected Start Date:**	FY 23-24

Project Description

Infrastructure replacement and repairs at the day-use and marina at Orchard Point Park.

Project Justification

The vast majority of infrastructure was identified as at the end of their useful life and in need of replacement by the 2021 Facility Condition Assessment. This infrastructure includes: the marina floating docks, parking lots, restrooms, swim bay, revetments, and water/sewer system.

Project Cost & Resources Information

Total construction cost is estimated at $4,209,640 with $982,370 in internal costs. The Orchard Point Marina dock replacement at a cost of $500,000 was submitted in the ARPA funding request. The project was listed as a Medium Priority by the Public Works Department. The funding source is not yet identified.

Potential Operating Cost Impacts

A general contractor will be hired to reduce the operating costs for the Parks Division.

Potential Countywide Cost Impacts

None.

Lane County - Capital Improvement Plan - FY 23-27 Submission
PrePlanning Stage

Richardson Park Campground, Day-Use, & Marina

Department:	Public Works	**Project Category:**	Parks
Division:	Parks	**Project Location:**	Richardson County Park
Contact:	Brett Henry x2001	**Projected Start Date:**	FY 22-23

Project Description

Infrastructure replacement is essential at Richardson Park campground, day-use, and marina. An engineer will be hired to conduct a feasibility study of the water and sewer systems. Infrastructure identified for immediate replacement includes: the water and sewer system, restrooms, wells, and parking lots. Repairs to the revetments, floating docks, and the campsite utility pedestals are recommended

Project Justification

The vast majority of the park infrastructure was identified as at the end of its useful life in a 2021 Facility Condition Assessment (FCA) Report. The water system is under capacity for the camping and day-use area. The water and sewer systems are over 50 years old and in need of immediate replacement per the FCA report. These utilities are essential for the functionality of the campground and day-use area and must be immediately addressed.

Project Cost & Resources Information

Total construction and engineering cost is estimated at $5,732,739 with $1,854,000 in internal costs. The Public Works Department submitted a $100,000 request through ARPA to install water storage tanks to the existing water infrastructure to increase capacity for the day-use and campground usage. This project categorized as High Priority for the Public Works Department.

Potential Operating Cost Impacts

The Parks Division will hire a general contractor for the construction to reduce operating costs for the Parks Division. The Parks Division is incurring operating costs for replacing well pumps and fixing water leaks resulting from mulitiple system failures from the water system.

Potential Countywide Cost Impacts

None.

Lane County - Capital Improvement Plan FY 23-27 Submission

Stewart Covered Bridge

	TOTAL PROJECT COST:	***$ 220,000***	
Department:	Public Works	**Project Category:**	Parks
Division:	Parks	**Project Location:**	Stewart Covered Bridge
Contact:	Brett Henry x2001	**Project Start Date:**	FY22
	Project Supported with American Rescue Plan Funds?		No

Project Description

The Stewart Covered Bridge is located on Garoutte Road off Mosby Creek Road near Cottage Grove and crosses Mosby Creek. Constructed in 1930 and restored in 1996, the design is a Howe truss and spans 60 feet. The bridge currently serves pedestrian and bicycle traffic only. A bridge repair contractor will replace the identified 156 floor beams so that safe public access can return to the historic structure.

Project Image

Project Justification

An inspection report completed in January of 2014 by OBEC Consulting Engineers indicated an urgent need to replace all of the floor beams within the structure. As a result, concrete bollards were placed at he approach spans to prohibit vehicle access to the structure. In order to maintain the scenic value of the structure and to maintain the public safety, on November 2019, the approach to the structure was removed to prevent public access. Without the required maintenance to the floor beams, the remaining bridge is in risk of removal in the future. A second inspection by DOWL will occur in November 2021 to provide an updated report. If additional critical repairs are identified, they will be added to this Capital Improvement Plan.

Project Cost	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	5 Year Total
Planning						**$ -**
Construction	$ 200,000					**$ 200,000**
Other						**$ -**
Internal Costs	$ 20,000					**$ 20,000**
Total	$ 220,000	$ -	$ -	$ -	$ -	**$ 220,000**
Explanation	External cost is estimated at $200,000. Internal Project cost is estimated to be 10% of external costs					

Project Financing	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	5 Year Total
Revenue	$ 20,000					**$ 20,000**
Reserves						**$ -**
County Capital Fund						**$ -**
Debt/Other	$ 200,000					**$ 200,000**
Total	$ 220,000	$ -	$ -	$ -	$ -	**$ 220,000**
Explanation	The funding is coming 50/50 from the following: $100k from a Video Lottery Grant & $100k from a transfer from Special Revenue Fund - TRT portion. Internal project costs to be paid out of operating resources.					

Dept Operating Impact	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	5 Year Total
Cost/(Savings)	$	$	$	$	$	**$ -**
Explanation						

CW Operating Impact	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	5 Year Total
Cost/(Savings)	$	$	$	$	$	**$ -**
Explanation						

Project Selection

Matrix Scoring System

MATRIX SCORING METHODOLOGY

A methodology was developed to prioritize capital projects based on eleven scoring criteria (see Project Matrix Glossary). Each criterion is weighed accordingly and contains a total of five sub-criteria for scoring each project. The result is a numerical scoring system that provides a tool of comparison that greatly assists in prioritizing projects.

SELECTION OF PROJECTS

The parks staff focused primarily on projects that have the following benefits to parks: (1) are revenue producers, (2) are currently in progress or can be immediately implemented, (3) improve the efficiency of operations and (4) enhance the customer experience. Due to funding deficiencies, it is important to invest in projects that have the greatest potential to generate additional revenue and become self-sustaining. All 27 projects selected for scoring were identified as strategies or site recommendations in the 2018 Lane County Parks & Open Space Master Plan.

FY 23-27 CIP PROJECTS:

FERN RIDGE SEWER SYSTEM UPGRADE

The sewer system at Richardson Park was evaluated in the 2021 Facility Condition Assessment and listed as a high priority for replacement as it is at the end of its useful life. The sewage lagoon is at maximum capacity and the majority of the sewage infrastructure dates back to original construction and is over 50 years old. The Parks Division is prepared to begin construction once an engineering design and feasibility study is completed. The timeline is for construction is fiscal year 2023/24. This project scored highest with a matrix score of 5.88.

RICHARDSON DAY-USE & CAMPGROUND

The 2021 Facility Condition Assessment identified deterioration of the water and sewer system for the day-use and campground. Infrastructure identified for immediate replacement includes: the water and sewer system, restrooms, wells, and parking lots. Repairs to the revetments, floating docks, and the campsite utility pedestals are recommended. Following a feasibility study by an engineer, the timeline for construction to begin is fiscal year 2023. With a score of 5.60, this project scored second on the matrix.

ARMITAGE PHASE 2 CAMPGROUND EXPANSION

In 2009, Armitage County Park added thirty-seven campsites with the intention of adding additional campsites in a second phase when funding became available. It is anticipated that the park has the infrastructure capacity to add another 21 full hookup campsites without compromising the existing day-use area. The additional campsites proposed in phase two would bring in an estimated $165,690 in increased annual revenue. Currently, an engineer is under contract to provide the engineering and

septic design and the sewer, water, and electric infrastructure along with the associated permitting will be in place prior to fiscal year 2023. Construction of the campground road, campsites, and associated infrastructure will be completed by fiscal year 2024. Currently, the Parks Division has $280,000 designated in funds from System Development Charges and require another $363,000 to expand the electrical, water and sewer infrastructure to support the second phase of expansion. With a score of 4.72, this project scored fifth on the matrix.

ARMITAGE MAINTENANCE SHOP

The project entails demolishing the existing maintenance shop and purchasing a pre-fabricated metal building with shop bays to store and protect maintenance vehicles, equipment, and tools to extend the longevity of these assets. According to the 2021 Facility Condition Assessment, the existing maintenance shop building is in very poor condition. Additionally, the current building is too small to store all the equipment and vehicles, requiring storage outside the shop bays. This leads to faster depreciation from exposure to the outside elements. The project was started in fiscal year 2020 but deferred during the summer of 2020 due to financial impacts form the pandemic. The total remaining costs are $220,000. If construction resumes in fiscal year 2023, the project is anticipated for completion in fiscal year 2024. This project scored sixth on the matrix, with a score of 4.44.

ORCHARD POINT PARK & MARINA

The vast majority of park infrastructure at Orchard Point Park (day-use & marina) was identified as at the end of its useful life in the 2021 Facility Condition Assessment. The identified infrastructure includes: marina floating docks, the day-use parking lot, the marina parking lot, all flush restrooms, the swim bay, revetments, and the water and sewer system. Following an engineering design and feasibility study, the timeline for replacement of park infrastructure is fiscal year 2023 through 2026. The Orchard Point Park & Marina project scored third on the matrix, with a score of 4.88.

NORTH JETTY IMPROVEMENTS

Lane County Parks plans on entering into a long-term lease in fiscal year 2022 with the Department of State Lands. The project is divided into three phases.

Phase 1 in FY 23: Improve the beach parking lot and dive parking lot (paving, ADA access, drainage, & grading), add electrical infrastructure, light pole, enhance informational and interpretive signage, trail wayfinding, and kiosk design).

Phase 2 in FY 24: Replace portable restrooms with permanent restroom facilities.

Phase 3 in FY 25: Add a raised boardwalk along the levy to improve beach access.

Project Selection

FOREST GLEN RESTROOM

The Lane County Parks Division is requesting to replace a two stall masonry block double-vault restroom at Forest Glen Park that was damaged in the Holiday Farm Fire on August 16, 2020. The Parks Division is receiving assistance from FEMA for replacement of the restroom. FEMA provided a cost estimate to build back the same structure (two stall masonry block double-vault restroom) with the same footprint and dimensions. The cost estimate is $43,946 with a cost share of 75/25 (federal/county). Lane County Parks reviewed the cost estimate from FEMA and consulted with the Lane County Public Works – Planning Division. It was determined that due to the current design standards and codes, the replacement vault restroom must include American Disability Act (ADA) accessibility within its design, and therefore include an ADA accessible pathway from the parking area to the restroom and ADA parking for one single car and one vehicle with a boat trailer. The Oregon State Marine Board (OSMB) provided Lane County Parks with a conceptual estimate (Attachment B) for constructing a restroom that contains the current design codes and standards. This estimate was $130,000 and includes direct and indirect costs. The estimate does not include: engineering design, building permits, or construction management overhead which are estimated at 10% of the project cost. Construction of the new restroom is scheduled to begin once funds are obligated from FEMA. This is anticipated to occur in fiscal year 2022/2023. The project scored eighth on the matrix, with a score of 4.37.

BAKER BAY CAMPGROUND, MARINA & DAY-USE

Baker Bay Park is in the worst shape compared to the other four parks included in the Facility Condition Assessment as it sits firmly in the "very poor condition" category with a FCI rating of 75.9%, which is expected to grow to over 77% over the next ten years. The lion's share of the infrastructure was constructed in 1960 and is near the end of its useful life. A total of six assets estimated over $50,000 were recommended for immediate replacement which include the irrigation system, water piping for the day-use and campground, and the marina floating docks. The immediate capital needs total over $2.6 million and are expected to increase to nearly $2.7 million over the next ten years. Construction is will begin at the conclusion of an engineering and feasibility study. The timeline for work is between fiscal year 2024 and 2026. The Baker Bay Campground, Marina, & Day-Use project scored forth on the matrix, with a score of 4.80.

STEWART COVERED BRIDGE

An inspection report completed in January of 2014 by OBEC Consulting Engineers indicated an urgent need to replace all of the floor beams within the structure. As a result, concrete bollards were placed at the approach spans to prohibit vehicle access to the structure. In order to maintain the scenic value of the structure and to maintain the public safety, on November 2019, the approach to the structure was removed to prevent public access. Without the required maintenance to the floor beams, the remaining bridge is in risk of removal in the future. A second inspection by DOWL will occur in November 2021 to provide an updated report. If additional critical repairs are identified, they will be added to this Capital Improvement Plan. The project is scheduled to begin in fiscal year 2022 and scored 3.32 on the matrix.

Project Selection

	Project	Score
1	Fern Ridge Sewer Sys. Upgrade	**5.88**
2	Richardson Park Day-Use & Campground	**5.60**
3	Orchard Point Park & Marina	**4.88**
4	Baker Bay Campground, Marina & Day-Use	**4.80**
5	Armitage Phase 2 Campground Expansion	**4.72**
6	Armitage Shop Replacement	**4.44**
7	North Jetty Improvements	**4.38**
8	Forest Glen Restroom Replacement	**4.37**
9	Hendricks Bridge Boat Ramp	**4.32**
10	Triangle Lake Transient Dock Replacement	**4.08**
11	Harbor Vista Phase 2	**4.00**
12	Triangle Lake Restroom Replacement	**3.68**
13	Cabins at Harbor Vista	**3.56**
14	Camp Lane Sewer System Upgrade	**3.48**
15	Stewart Covered Bridge	**3.32**
16	Perkins Peninsula Campground Development	**3.28**
17	Perkins Peninsula Play Structure	**3.16**
18	Richardson Park 6 site Development	**2.96**
19	Armitage Play structure	**2.92**
20	Perkins Peninsula Picnic Shelter/Circle	**2.92**
21	Park Play Structure Program	**2.92**
22	Perkins Peninsula Boat Ramp Expansion	**2.84**
23	Save Camp Lane Campaign	**2.80**
24	3- Mile Prairie Expansion	**2.72**
25	Harbor Vista Play Structure	**2.56**
26	Eagle Rock Park Development	**2.44**
27	Kienzel Barn Restoration	**2.16**
Key:		
Green	On FY23 -27 CIP	
Blue	Identified Future Project	
Red	Removed from CIP	

Glossary

SAFETY (15%)

- **5 –** Presents immediate safety issue to park users and/ or staff
- **4 –** Currently presents an eminent safety risk to park users, staff or property
- **3 –** If not maintained in a timely manner, will become a potential safety risk for park users and/or staff

- **2 –** If not maintained within one year, will eventually become a safety risk for park users and/or staff
- **1 –** No safety risk presented to park users, customer property and/ or staff

COST (12%)

- **5 –** Costs equal less than $10,000
- **4** – Costs are between $10,000 and $24,999
- **3** –Costs are between $25,000 and $49,999
- **2** – Costs are between $50,000 and $100,000
- **1** – Costing over $100,000

ANNUAL REVENUE ENHANCEMENT (12%)

- **5 –**Project will supply over $25,000 in additional gross revenue
- **4 –** Project will supply $20,000- $25,000 in additional gross revenue
- **3 –** Project will supply $10,000-$19,999 in additional gross revenue
- **2 –** Project will supply $5,000-$9,999 in additional gross revenue
- **1 –** Project will supply less than $5,000 in additional gross revenue or will provide an indirect supply of revenue
- **0 –** Supplies no revenue

INFRASTRUCTURE MAINTENANCE (10%)

- **5 –** Immediate service needed for broken/failing equipment and infrastructure causing an immediate negative impact to park users
- **4 –**Service needed because failure is eminent and will increase the cost of repairs; OR regular maintenance of unmapped infrastructure; OR technology is needed to maintain part or whole of park system (i.e., Camava)
- **3 –**Regular maintenance required for routine up keep of parks
- **2 –** Reprioritized once in the past increasing chances of maintenance needs for regular operation
- **1 –** In working condition for foreseeable future. This would also apply to projects that would expand parks as an improvement measure
- **0 –** Non-infrastructure related

NATURAL AREAS/ENVIRONMENT (10%)

- **5 –** Immediate service needed to mitigate safety concerns or lack of accessibility causing negative impact(s) to park users; OR an eminent environmental impact requiring a complex, multi-agency response such as HAZMAT
- **4 –**Service needed to mitigate eminent threat of encroaching woody vegetation or non-native specieswhich will increase the cost of remediation; Damage irreversible/ more costly after a five year window; OR mitigate potential environmental hazard

- **3-** Monitoring habitat conditions and species of interest; OR New technology to help with monitoring; OR Mitigating environmental impact(s) including infrastructure projects requiring environmental permits
- **2 –** Project reprioritized once in the past increasing chances of maintenance needs
- **1 –** Project focused on improving native habitat(s)to address threats of encroaching woody vegetation or non-native species
- **0 –** Not related to natural areas/no environmental impact

CUSTOMER EXPERIENCES (10%)

- **5 –**Project significantly improves customer experience
- **4 –** Project moderately improves customer experience
- **3 –** Project maintains an adequate customer experience
- **2 –** Project minimally improves customer experience
- **1 –** Project does not improve customer experience

LABOR (8%)

- **5 –** Project can be completed primarily with volunteers requiring minimal county oversight
- **4 –**Project can be completed using volunteers/vocational programs and current staffing levels with only administrative county oversight
- **3 –** Use of current county staffing levels and/or the use of an outside contractor costing $10,000-$50,000 requiring three bids.
- **2 –** Project is done exclusively by contractor requiring an RFP
- **1 –**Augmenting Parks Division staffing (520, 1040 employees)
- **0 –** No staff available

FUNDING (7%)

- **5 –**Project funding in adopted budget
- **4 –** Funded by one time revenues either by sale of property or natural resources
- **3 –** Funded by a grant or a mixture of grant, one time revenues; OR in part by funding approved during the budget process. Due to a multiple of funding sources, there may be less certainty of the totality of funding throughout the duration of the project.
- **2 –**Funded with discretionary funds
- **1 –** It is unknown what type of funding will be allocated for this specific project
- **0 -**No funding is available in any of the above categories

SUPPORT/OPPOSITION (6%)

- **5 –**Project is supported by Park staff
    - -5 – Park staff does not support the project
- **4** – Project supported bya large user group or multiple user groups due to the assets it would provide the community
    - **-**4 – Project opposed by a large user group or multiple user groups due to concerns about the negative effect the project could have on the community

- **3-** Project is offered by an outside agency, which would include financial contributions. This type of project would not require extensive county involvement.
    - **-**3 – Project is opposed by an outside agency due to concerns about the effect the project would have on a specific park site
- **2 –**Project supported by a small user group or immediate park neighbors support the project due to the assets it would provide the community
    - -2 – Project opposed by a small user group or immediate park neighbors due to concerns about the effect the project would have on the community.
- 0- Neutral or Unknown

TIMELINE (6%)

- **5 -**Can be completed immediately with no disruption to visiting public
- **4 -** Multiphase project already in development with necessary, preceding tasks already completed
- **3 -** Needs to take place during off season; OR limited window of opportunity in which project or task can be completed
- **2–**Planned multiphase project where no phases have been started; Timeline has been identified (i.e., CIP) for the development of the first phase.
- **1 -** No timeline; For future consideration or conceptual

PARK CLASSIFICATION (4%)

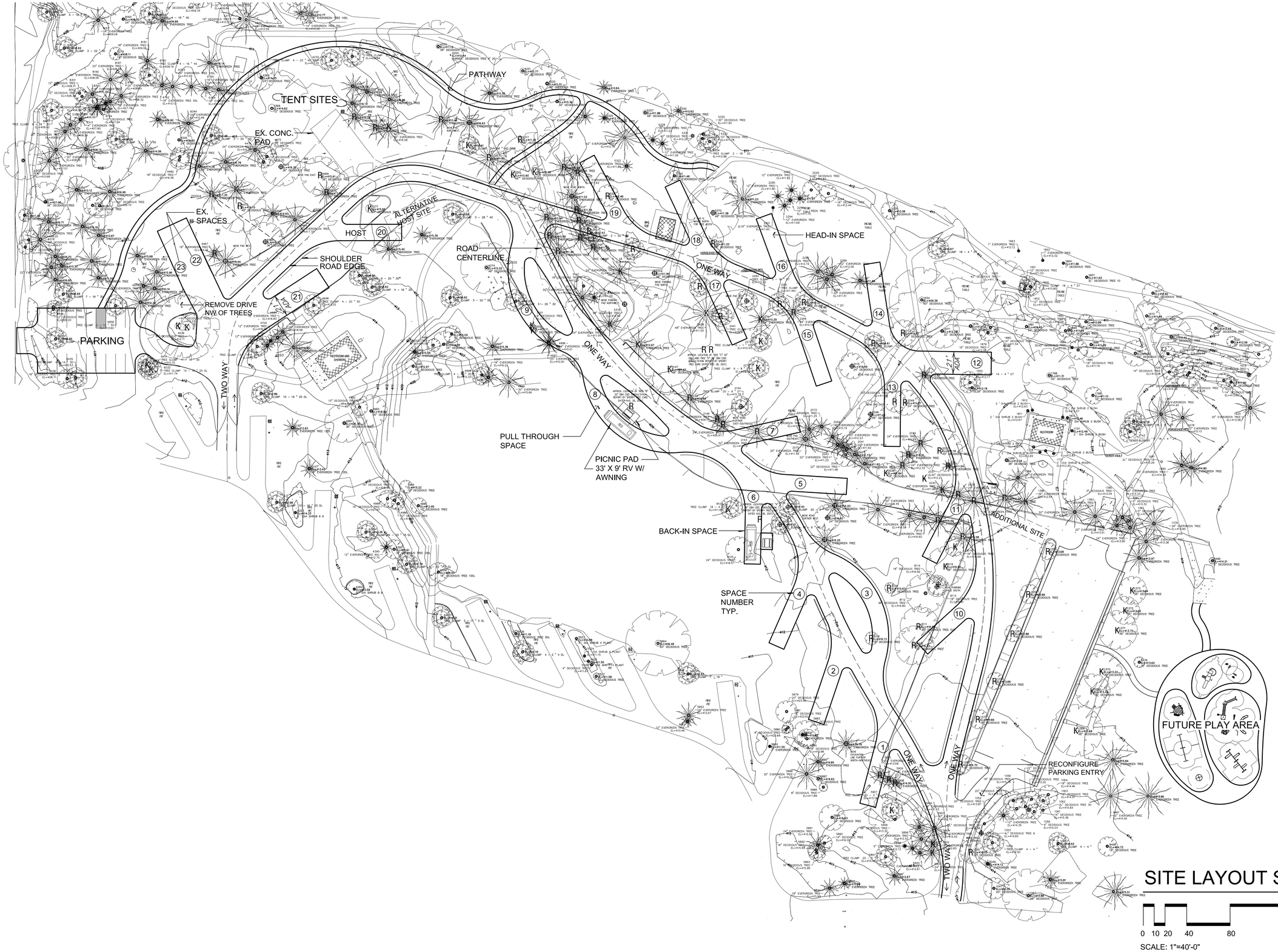
- **5 –**REGIONAL PARKS/ PARK SYSTEM
    - Regional Parks
        - Large parks with specialized facilities and unique natural, cultural, historic, scenic or recreational features that attract visitors from across the region, County or beyond.
        - Attracts visitors from 30 minutes to an hour away or more
        - May be suitable for large group events (1,000+ people)
        - Includes a variety of recreation opportunities
        - May define specific uses and resource management strategies in a site management plan or master plan
    - Park System
        - Project benefits part or whole of park system

- 4 – WATER ACCESS PARKS
        - Typically a small site designed to provide water access (coastal, river or reservoir)
        - Primarily supports recreation activities such as boating, paddleboarding, swimming, fishing, clamming, wave-watching etc.
        - May include minor supporting uses, such as picnic tables, paths, viewpoints

- May include open space/ natural area (especially at larger sites)

- **3-** LOCAL PARKS/SPECIAL USE PARKS/NATURAL AREAS
  - Local Parks
    - Small or medium sized park designed to support local access and meet recreation needs for nearby neighbors and the surrounds community
    - Attracts local residents from 10-20 minutes away
    - Supports variety of small scale active and passive recreation activities
    - May support small group evens (25-200 people)
    - Includes community/town parks; may include larger neighborhood parks
    - Typically provided in rural areas (other providers in urban areas meet this need)
  - Special Use Parks
    - Other small, single-purpose site
    - May include a specialized facility or proved access to a specific cultural or natural resource (e.g., campground, waysides, covered bridge or interpretive view point)
    - May be highly developed to support intended use
  - Natural Areas
    - Natural resource/ open space area intended for resource production
    - The site may or may not have public access
    - Includes high or medium value natural resource areas
    - Primarily purpose is protection of natural areas
- **2 –**RECREATION RESOURCE AREA
  - Minimally- developed open space area managed primarily for outdoor recreation
  - Site may be large and include a mix of developed uses, along with high and low-value natural resources
  - The majority of the site is undeveloped/natural
  - May include passive recreation and high-impact out door recreation activities, such as ATV/OHV/dune buggy use, mountain biking, hunting/shooting sports, temporary camps/jamborees etc.
- **1 –**UNDEVELOPED PARK/CLOSED PARK/ LAND BANK
  - Undeveloped/ Closed Park
    - Land intended for future park use
    - Designated open space, but not currently functioning or managed as park or natural area
    - May or may not provide public access
    - Includes sites with no development and minimally- developed parks that are currently close
    - May be re-classified and developed as a park in the future.
  - Land Bank
    - Land managed for resource extraction or temporary holding

- May include resource/timber extraction areas with no recreation access or recreation access as a secondary use
- May include tax-foreclosed properties and other lands held by parks division to sell for proceeds or to transfer to partners
- May include sites currently in County ownership that are not suitable for management as park or natural areas



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PRELIMINARY NOT FOR CONSTRUCTION

Client / Consultant

Name
Address
Address 2
City, State Zip

Phone

Armitage Park

Campground
Lane County, OR

Date: 11-01-21

Drawn By: EP

Checked By: DJD

Submission:
PRELIMIANRY

Revisions

LA-1

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Request for Quote
Design/Architect Services
Public Works Department

OVERVIEW

Lane County Department of Public Works is seeking Quotes from qualified Quoters to provide Design/Architect Services. This request is to provide Lane County Parks with design services related to conceptual design development, public outreach, and preparing and submitting permit applications for an assessable non-motorized boat access point along the Coast Fork Willamette River at Howard Buford Recreation Area in Eugene, Oregon.

EVALUATION AND SELECTION OF QUOTES

Quoters should be aware that the findings of County staff will result in a recommendation. The final decision of actual award of an Agreement rests with the County Administrator, as appropriate.

The award shall be to the Eligible Quoter(s) whose Quote is determined in writing to be the most advantageous to the County in overall value, considering both cost and qualifications. (LM 21.110)

DEADLINE

Please fill out Attachment A at the end of this document. Type directly into the document, save as MS Word file, and return, along with a pdf copy of your standard contract template, all via email, to Brett Henry at brett.henry@lanecountyor.gov no later than October 22, 2021.

ADDITIONAL TERMS

In evaluating the Quotes and selecting a Vendor, County reserves the following rights:

- To reject any Quote, and may for good cause, reject any or all Quotes when it is in the public interest to do so;
- To issue subsequent requests for Quotes, if desired;
- To negotiate with any Vendor to further amend, modify, refine, or delineate its Quote, and the Agreement price as it is affected by such negotiation of scope of services, and specific Agreement terms;

- To request additional or more detailed information from any Quoter

CONTACT INFORMATION

All questions regarding this project and request should be directed to Brett Henry at the contact information below.

Thank you for participating.

CONTACT:

Brett Henry
Parks Division Manager
Lane County Public Works
3050 North Delta Highway
Eugene, OR 97408-1696
(541)682-2001
brett.henry@lanecountyor.gov

ATTACHMENT A

INFORMATION TO BE PROVIDED WITH QUOTES

1. Company Name, product name, and contact information (email, office phone, cell phone if available) for Quote process.

Cameron McCarthy Landscape Architecture & Planning
160 E Broadway, Eugene, OR 97401
mscheibe@cameronmccarthy.com
office 541-485-7385
Matt Scheibe cell 541-915-8144

2. Please provide a brief overview of your organization. Be sure to include number of years providing design engineering or architectural services and number of employees you will dedicate to this project.

Cameron McCarthy (CM) with offices in Eugene, Portland, and Bend has been providing the region with comprehensive planning and landscape architecture services since 1952. For nearly 70 years, the firm has developed a rich portfolio of parks master plans and park design and construction projects.

CM is a 26-member firm practicing landscape architecture and planning. Our firm works in concert with other design, planning, and public involvement professionals to help people develop, preserve, and improve relationships with their surroundings. Three of our members are LEED accredited professionals, 11 of our members are ASLA licensed landscape architects, one is an AICP certified planner, and two are certified arborists. CM's team of professionals offers a diverse set of skills, backed by the experience of a deep portfolio.

CM will dedicate five (5) of our staff to this project, including the four (4) staff members identified below. A principal is assigned to every project who is supported by a project manager and further supported by design, production, and administrative staff. To achieve the level of quality our clients and we expect, we staff every project with a well-rounded project team who can carry it from start to finish. Due to the nature of this project, we will assign a blend of professionals who specialize in planning, public engagement, and landscape architecture.

3. Please provide an overview of your knowledge of designing a non-motorized boating access facility.

Our firm has recently completed conceptual-level planning and design focused on non-motorized boating river access for three prominent projects in Lane County, which are summarized with narrative descriptions below. In addition to these river-access projects, Cameron McCarthy frequently prepares site designs that include the primary project elements anticipated for Howard Buford Area's boat access area such as paths/trails, parking and vehicle access improvements, park furniture (benches, picnic tables, receptacles, etc)., fences, and natural area preservation and restoration. Recent example parks and recreation projects with these elements include the Mill Race Path and Middle Fork Path in Springfield (described below), Hillside Park and Rockridge Park in Bend, MLK Park in Corvallis, Ebner Park in Mt Angel, and Madrona Park in Monmouth.

FINN ROCK BOAT LANDING IMPROVEMENTS – McKENZIE RIVER TRUST

Located on the McKenzie River near Blue River, Oregon, the Finn Rock boat landing property was acquired by McKenzie River Trust (MRT) in 2016. It is a 1.7-acre site rich with ecological habitat, cultural history, and the provision of recreational boating and fishing access to the river and trails. MRT wishes to achieve a balance of conservation, continued recreational use of the property, and integration of educational features that will benefit all visitors.

Cameron McCarthy provided concept plans (2 options), refined schematic design, and planning and cost estimation services for an initial $400,000 improvement project. The proposed improvements include: reorganized vehicle circulation, vehicle and boat trailer parking, paths, educational and recreational signs, site furniture, proposed universal access (that currently does not exist) to the waterfront, and restored native landscapes. We created an illustrative plan and sketch utilized in marketing, which was awarded an RTP Grant of $199,560 that will largely fund the project. Currently, Cameron McCarthy has work-in-progress preparing Construction Documents and has initiated Permitting, while MRT runs a parallel fundraising campaign to supplement grant funds.

CLEARWATER PARK BOAT LAUNCH – WILLAMALANE

In 2010, Cameron McCarthy led the permitting efforts for improvements to Willamalane's Clearwater Park Boat launch on the Middle Fork Willamette River. Clearwater Park is the only improved access point within a popular 10-mile stretch of the Middle Fork Willamette River. Due to substandard conditions, the existing boat landing did not facilitate intended boat access to the river and the park was failing in one of its primary functions - to provide adequate and safe river access. Annual gravel deposits had rendered the existing boat landing inaccessible by trailer during peak use hours. In addition, a new inlet to the Mill Race had been constructed, as part of the Springfield Mill Race Restoration Project, effectively cutting off current access to the boat landing from the existing parking area.

Funded by a grant from Oregon State Marine Board (OSMB), the project involved construction of a new boat landing, public restroom, paved parking area, pedestrian walkways, and associated utilities and infrastructure. The proposed boat landing and park improvements were designed to provide functional access for boats as well as alternative uses that don't require trailer access such as canoeing, fishing, and rafting. The

improvements restored Clearwater Park's functional capacity. Cameron McCarthy obtained Greenway Development and Floodplain Development permit approvals from Lane County and Joint Permit Application approval from the Oregon Department of State Lands and U.S. Army Corps of Engineers in order to construct the project.

WILLAMETTE RIVERFRONT ACCESS STUDY - CITY OF EUGENE

The Willamette Riverfront Access process provided an opportunity to assess and envision improvements to sites along the river corridor that have the potential to strengthen the community's relationship with the river and the recreation it provides. With the exception of the Ruth Bascom Riverfront Path system, a developed boat launch at Alton Baker Park, and an informal boat launch at Valley River Center, there is a general lack of developed access sites within the system for the public to directly engage with the river for activities such as swimming, splashing, wading, boating, and viewing.

The process focused on discovery and the collection of data to inform which sites to prioritize and to identify what improvements are appropriate. The project team, including city staff and consultants (led by Cameron McCarthy), conducted the study through a process that included: site compatibility assessment, system-wide compatibility assessment, system-wide concept plan development of recommendations, and concept design with illustrative sketches. This project enabled the prioritization of access points based on existing infrastructure, compatibility, and suitability for the proposed uses. The findings and recommendations provided in this study will help the City of Eugene to prioritize and seek funding for recommended improvements.

WILLAMALANE MILL RACE AND MIDDLE FORK PATH – WILLAMALANE

Between 2012 and 2017, Willamalane Parks and Recreation District (WPRD) constructed two phases of a 7-mile looped multi-use path system in Springfield along the Springfield Millrace and the Middle Fork Willamette River. Cameron McCarthy was the prime consultant for planning and design of the most recent phase, the Millrace Path, a 2.7-mile path extending from downtown Springfield to the Middle Fork Path. We led the programing, design, document preparation, bidding, and construction administration and managed other disciplines including civil, electrical, and structural engineering. The path follows the Springfield Millrace east and weaves through the historic mill and lumber district. The selected alignment included three crossings over the Millrace, Jasper Slough, and significant wetlands and the project was designed and constructed with no impacts to jurisdictional waters/wetlands.

Cameron McCarthy was a subconsultant on the planning and design of the Middle Fork Path, a 4-mile long multi-use path from Dorris Ranch Living History Farm to Clearwater Park along the north bank of the Middle Fork Willamette River. We assisted WPRD in evaluating and selecting a preferred trail alignment, and developing the design of trailheads, path landscaping, and riparian area mitigation plans. We also prepared comprehensive landscape enhancement and restoration construction documents for the project. The construction cost for both projects was approximately $5.25 million

4. Please include an overview of the following:

   - Ability to present a design concept to the public for feedback

   We seek regular involvement with stakeholders throughout the duration of a project. Through community needs assessments, workshops, and outreach we identify key strategies for siting and development to better serve residents and visitors. While each project differs in the extent of information required, we hold meetings with stakeholders at the project's most critical stages—particularly during its initial phases and at key milestones to incorporate issues, values, and concerns into each deliverable that genuinely reflects input. We work to transform detailed information into design concepts that resonate with the community.

   - Ability to utilize mapping tools in designing facilities

   Our firm understands the important role graphics can play to communicate visionary ideas, document outcomes of a public process, quickly explain complex ideas, and gain momentum and interest in projects. We have participated on numerous promotional designs that served to leverage stakeholder support and financial backing. Cameron McCarthy has capability and experience in producing illustrative designs and graphics using hand renderings, Sketch Up models, Adobe Suite software, AutoCAD, and ArcGIS. Our illustrative graphics are frequently used in promotional and funding campaigns.

   - Ability to understand the local, state, and federal regulatory statutes associated with wetlands and floodplains

   Our experience with the formation of goals and concepts in the preliminary stages of a project, through to the final stages of land use application approval, demonstrates our ability to take an idea and put it into action. We recognize comprehensive plans as frameworks with guiding principles, which allows specific implementation activities to adapt as needs change and new information affects policies. We evaluate the tools (i.e., legal mechanisms) necessary for realizing a vision based on the recommendations of a plan. Our involvement in Lane County's planning activities in particular allows us to see the value in both personal and financial investment in a project to make it successful. We have the experience to target development approaches with this observation in mind. To implement projects, our firm offers extensive experience in obtaining approvals for plan amendments, zone changes, special use permits, and Willamette River greenway permits. In the past 20 years, our firm has obtained approvals for over 15 projects along the Willamette River that involved greenway, floodplain, and wetland removal/fill permit approvals.

   - Ability to design accessible facilities for public recreation.

   Improvements foreseen in this project with an accessibility emphasis include paths/trails, parking (adapted), signs, and site furniture (such as benches, sitting elements, and tables). Compliance with ADA requirements is a legal responsibility, however, we apply best practices that go beyond just meeting prescriptive minimum

requirements and maximum tolerances. Vital to achieving universal access, and a specialty of our firm, is grading design expertise. We possess an acute ability to visualize the myriad of vertical aspects – planes, ridges, valleys, transitions, and contours - that knit into a natural environment as an integrated composition. We strive to not only eliminate barriers but also to avoid costly and unsightly infrastructure such as handrails, curbs and retaining walls. The outcome we seek to achieve is an optimally seamless and pleasant experience that is inclusive for all park visitors.

5. Please discuss briefly the experience and qualifications of the individuals who would be assignedto the County's account and attach their resumes.

Colin McArthur
Principal Planner

Colin will serve as Principal-in-Charge. As a Principal, McArthur directs Cameron McCarthy's planning practice and has 15+ years of experience working in communities throughout Oregon. McArthur specializes in assisting public agencies with long-range and current planning; parks, open space, and natural resource planning; entitlements; and, implementation. An area of emphasis is parks and recreation, where McArthur has led the development of park system master plans and park specific master plans and concept plans for numerous public agencies.

McArthur's recent work includes UO North Campus planning; WPRD's Mill Race Path and Thurston Hills Natural Area Park; BPRD's Rockridge and Hillside Parks; and, community park master plans for Sherman County, Harrisburg, and Sutherlin. McArthur is recognized for his leadership and facilitation skills managing multi-objective projects, multiple clients with specific interests, and multi-disciplinary consultant teams.

Kelsey Zlevor
Planning and Public Engagement Specialist

Kelsey brings an excellence in communication, thoughtful ideas, and is naturally empathetic to all stakeholders and community members. She has a high-level of expertise of the mechanics of land use planning and will bring those skills to the project from onset to completion. She will facilitate an inclusive public engagement process that is specialized in local park development and will generate a community vision for the park and translate it into an actionable plan.

Matt Scheibe
Principal Landscape Architect

Matt will provide direction on design aspects of our service, that includes specialized grading design skills and accessibility expertise. He will lead preparation of budgetary

construction cost estimates, and quality control of the design team's plans and visuals. Matt and his family are avid recreational river runners, whose personal experiences of comparable boat access sites will inform design of associated design features of this project (included in their fleet are two youth kayaks, an inflatable kayak, SUP, and a self-bailing inflatable raft).

Catherine Sherraden
Project Landscape Architect

Catherine will be the project manager, project designer, and restoration expert. She brings to the team a well-rounded skillset of environmental design, wetland and habitat restoration, interpretive exhibit design, master planning, and site design. She has an expanding portfolio largely composed of natural habitat enhancement and restoration projects that provide a foundation of knowledge that will serve the Howard Buford non-motorized boat access concept design project well.

See attached resumes for the four (4) personnel identified above.

6. Is your firm licensed to do business in the State of Oregon?

   Yes

7. Please discuss the Scope of Services for Lane County outlined in this RFP and tell us about your ability to perform these specific Services.

   The assignment encompasses a blend of design and planning tasks that are in alignment with Cameron McCarthy's range of professional talents and project experience of its team members. A fundamental goal of conceptual design is for that vision to transform into reality through implementation. Our team is largely comprised of designers with landscape architecture degrees and professional licenses to practice landscape architecture. This professional discipline has dual emphases in the creative development of an idea (concept) for outdoor spaces, and technical expertise to craft documents that are utilized for permitting, bidding, and construction.

   Conceptual design is the beginning and an essential part of our process, one that is effectively communicated to our clients and future users via illustrative drawings. For conceptual design we typically produce two or more preliminary schemes per site, to examine differing solutions. These schemes are presented and evaluated, and ultimately refined until an approved singular conceptual plan is achieved. Our approach to conceptual design involves the participation of at least two landscape architects who possess complimentary skillsets that deliver creative visioning and preparation of compelling drawings, coupled with practical experience of implementation and construction costs. This is an established design approach that we have successfully applied to dozens of public sector park, recreation and school projects each year, for decades of the firm's history.

In the early months of the pandemic, we saw how many of the techniques utilized in a well-rounded public involvement plan prior to the COVID-19 pandemic needed to be reimagined in order to keep our communities healthy. We adapted our methods in order to uphold public involvement plans while adhering to safety measures. Our experiences in 2020-21 have deepened our commitment to practicing inclusive outreach. Our team has developed COVID-era public involvement techniques that safeguard public health while providing universally accessible engagement platforms. For this project, we intend to utilize strategies, including, but not limited to stakeholder interviews, focus groups, digital design charrettes, and virtual/in-person events.

We will identify and work to obtain all required permit approvals for the project. Based on initial research, we anticipate that Lane County special use and floodplain development and USACE/ODSL general authorization permit approvals will be required for the project. Planning services include: conducting a pre-application conference with City and State staff to review the project and identify potential development issues and process requirements; preparation of written statement describing justification for request along with findings demonstrating compliance with applicable approval criteria; application preparation and submittal; responses to requests for clarifications or additional information during review; and monitoring applications through final decision.

8. Please submit a copy of your standard contract template

   See attached Standard AIA Form B102-2017.

9. Please provide your proposed fees for the services described in this RFQ for (Insert #) years.Your proposed fee should be a fixed price, including all anticipated travel related expenses and/or miscellaneous expenses.

Annual Fees	
Year 1	**$85,000**
Year 2	**$0**
Year 3	**$0**

10. Please indicate if there would be additional fees and describe in detail.

Following are clarifications and exclusions, as basis for the fee amount provided above:

• A topographic survey / site base is to be provided by Lane County. Cameron McCarthy will review existing data provided for content, and identify any additional information needed to perform tasks identified above.
• Geotechnical Report is not included in the services.
• Wetland/Waters delineation services are not included.
• The need for a USACE/DSL Fill/Removal permit is unknown at this time and is excluded from services/fee. If determined during the course of work to be a needed permit, we will add the service/fee by amendment.
• Hydrologic engineering and analysis services are excluded.
• Professional services for consideration of electrical and lighting provisions are not included.
• Design of informational/interpretive signs is not included.
• Subgrade utility provisions are not anticipated and therefore are not included as a design service.
• We have included participation of a civil engineer (8 hours time) for peer review of the preliminary designs.
• The products we will deliver for this service are considered preliminary design, not intended for construction, bidding or permitting purposes.
• It is our understanding that no vehicle access is desired/required between the parking lot and river, that circulation improvements are limited to pedestrian trails/paths (i.e. boaters are expected to physically self-transport their watercraft).
• Permit fees are to be paid by Owner.
• Our proposal assumes that minor revisions may be necessary with each successive stage of the work as it progresses. If, however, major revisions are necessary to work previously executed and submitted as the result of a change in program, budget or other decisions beyond our control after one of the designated checkpoints, we will require the extra work be compensated through an Additional Service agreement. Additional Services will be performed either as a lump sum supplement to the fees noted above, or executed on an hourly basis using time and expense method for compensation, applying hourly rates.

11. Please indicate if you will require Lane County to utilize any particular tools in keeping with your service practices. If so, please outline in detail and indicate whether there are related fees and what they are.

None foreseen.

12. We seek references from your **top 2 clients**. The County reserves the right to investigate the pastperformance of any Quoter with respect to its successful performance of similar projects, compliance with contractual obligations, and its completion or delivery of a project on schedule. Please ensure that your references are prepared to speak to us regarding your service and operation.

a. Name of Organization: McKenzie River Trust

Length of Time as Client: 2018 - Current

City or region service Client is located in: Eugene

Name of Contact: Christer LaBrecque,
Restoration Projects Manager

Contact's Telephone and Email: 541-345-2799 ext. 105
christer@mckenzieriver.org

b. Name of Organization: Willamalane Park and Recreation District

Length of Time as Client: 2005 – Current

City or region service Client is located in: Springfield

Name of Contact: Eric Adams,
Planning, Parks & Facilities Director

Contact's Telephone and Email: 541-736-4048
Eric.ADAMS@willamalane.org

Lane County Parks Operations Report
October 2021

Maintenance Staff:

Coastal Zone

- Working on Cabins
- Storm Clean up
- Leaf Removal
- Hiring Seasonal Staff

Valley Zone

- Clear Lake Backfill
- Winterizing
- Closed Sewer Lagoon for the year
- Started Leaf Removal
- Helped Coast Crew with Harbor Vista Cabins
- Hiring Seasonal Staff

Administration:

- Posted the vacant Parks Supervising Analyst & Volunteer Coordinator Positions
- Facilitated the annual Parks Division Retreat
- Presented findings from Facility Condition Assessment to County Commissioners
- Presented findings from Parks Funding Task Force to County Commissioners
- Facilitated HBRA Bi -Weekly Stakeholder Meetings
- Project Oversight of Facility Condition Assessment
- Project Oversight of Armitage Campground Expansion
- Preparation of Parks Funding Task Force Report
- Facilitated Staff Meetings
- Assisted Field Staff with Operations Support (Fern Ridge Water System)
- Sent out RFQ for Non-motorized Access at HBRA & Water Storage at Fern Ridge
- Coordination with Oregon State Marine Board with Forest Glen Improvements.
- Submitted Project Re-Scope for Forest Glen Restroom to FEMA
- Project Oversight of Stewart Covered Bridge Repairs
- Participated in Bi-Weekly FEMA Meetings (Holiday Farm Fire – McKenzie Corridor Parks)

Lane County Parks Natural Areas Operations Report for October 2021 - Ed Alverson

-With the work of contractors and partners, we implemented a 30 acre prescribed burn in the Spring Box Management unit at HBRA on October 4th.

-I started planning work for the upcoming HBRA Habitat Advisory team meeting.

-HBRA summit studio book: I reviewed and edited the book and forwarded to others involved in the studio for their final review.

-I compiled information to report on Parks' stormwater-related activities completed under Lane County's NPDES permit during FY '21.

-Research and Education: I hosted a tour of coastal parks for a group of ecologists studying coastal dune plant communities, and showed the 10/4 prescribed burn site to two researchers studying the economics of prescribed fire. I hosted a field trip for a UO Bird Conservation class at HBRA and participated in an Upper Willamette Stewardship Network Decolonization training module at HBRA. I continued to interact with several University of Oregon landscape Architecture students involved in trails projects.

-Holiday Farm Fire: I participated in FEMA meetings, a staff visit to burned parks to review rebuilding priorities, and initiated the last phase of marking hazard trees at Eagle Rock Park.

-Partnership efforts: I participated in meetings of HBRA stakeholders to discuss topics related to the operation of the Park, and participated in a meeting of the Willamette Interagency Recreation Providers group on 10/14. I attended the 10/ meeting of the Lane County Bicycle Plan TAC as well as a follow-up meeting with Transportation staff. I also scored application for the Parks Business Operations Supervisor position.