



TOWN OF FREDERICK
PARKS, OPEN SPACE, AND
TRAILS COMMISSION
Wednesday, October 11th, 2023
6:30 P.M. at Town Hall and via Zoom

Built On What Matters

Regular Meeting

Agenda

Call to Order - Roll Call:

Approval of Agenda:

Public Comment:

- This portion of the Agenda is for members of the audience to provide comments to the POST Commission. If the comments or concerns require an action, that item(s) will need to be placed on a later Agenda. Please limit the time of your comments to three (3) minutes.

Action Agenda:

1. Approval of Minutes – September 13, 2023
2. Approval of Commission Bylaws

Discussion Agenda:

1. Community Parks Master Plan – Concept Plan(s) Discussion
2. Community Wildfire Protection Plan Discussion
3. Crist Park Master Plan Discussion
4. General Discussion/Commissioner Reports

Adjournment:

Zoom Meeting Information

<https://zoom.us/j/9550375939>

Meeting ID: 955 037 5939

+1 312 626 6799 US



**TOWN OF FREDERICK
PARKS, OPEN SPACE, AND TRAILS COMMISSION
Wednesday, September 13, 2023 Minutes
6:30 P.M.
At Town Hall and via Zoom**

Built On What Matters

CALL TO ORDER

ROLL CALL:

- Present: Chairperson Gill, Commissioners Bolinger, Davis, Hickman, Fosdick, Pilon, Schlais, Trustee Lamach
- Absent: None
- Staff: POST Director Colby Johnson

APPROVAL OF AGENDA

No changes were made to the Agenda.

PUBLIC COMMENT

There were no members of the public in attendance at Town Hall or virtually.

ACTION AGENDA

Approval of Minutes from the August 9 Regular Meeting and August 30 Special Meeting

- **Approved by Acclimation**

Election of Chairperson

- **Allan Gill was elected Chairperson by Acclimation**
 - **Conditional Approval: His term shall extend until the first POST Commission Regular Meeting following Board approval of Bylaws**

DISCUSSION AGENDA

The Commission received an update from Design Concepts on the initial concept plans for Frederick Recreation Area. We noted concerns surrounding the tent camping, distance from neighborhoods to ballfields and sport courts, road access/parking and ensuring the overall flow of amenities and traffic is improved. A third concept will be developed in November or December for additional Commission review and public input, based on this round of engagement. That concept will be refined in 2024 into a preliminary and final site design, which will likely modify the third concept as we finalize construction phasing and incorporate background and analysis findings.

The Commission also heard updates on the 2023 POST Annual Action Plan, Open Space sales tax initiative and Bylaws. A final draft of the Bylaws will be brought for Commission approval at the October Meeting and will be considered by the Board in late October.

Approved by the POST Commission:

Attest:

Chairperson

Staff Liason

Built on What Matters.



TOWN OF FREDERICK

Parks, Open Space and Trails Commission

Action Memorandum

Erin Fosdick
Susan Pilon
Luke Bollinger

Allan Gill, Chairperson
Mark Lamach, Trustee Liason

Kristen Davis
Lee Schlais
Matt Hickman

Parks, Recreation, Open Space and Trails Advisory Commission (PROSTAC) Bylaws

Agenda Date: October 11, 2023

Attachments:

- a. Bylaws
- b. Board Resolution

Submitted by: Colby Johnson
Parks and Open Space Director

Strategic Plan Alignment:

- **Effective, Efficient & Strategic Government Operations**
 - o A citizen advisory commission for our outdoor recreation assets ensures a culture of efficiency, innovation and strategic partnerships in outdoor recreation asset services to both engage the community and exceed their expectations, exemplifying that Frederick is Built on What Matters, its people.
- **Fiscally Responsible Governance**
 - o 6.1 & 6.2 – Provides resident oversight of the operations of Bella Rosa Golf Course and other recreational amenities to increase transparency regarding operations and finances.

Summary Statement:

Upon Board of Trustee approval, this action will update the Parks, Open Space and Trails Commission (POST) to the Parks, Recreation, Open Space and Trails Advisory Commission (PROSTAC) and will adopt Bylaws governing operations of the Commission.

Detail of Issue/Request:

This action has two primary purposes.

First, this action will adopt an updated name, upon Board of Trustee approval. By adding Recreation into the name of the Commission, we highlight the future impact of this Commission's oversight of the Town's recreational assets, including but certainly not limited to Bella Rosa Golf Course. Bella Rosa Golf Course is a gem in the Town of Frederick's outdoor recreation system and a citizen appointed

Built on What Matters.

advisory group will ensure additional resident oversight of the operations and financial status of the course. This Commission will also continue to lead staff on the maintenance of existing recreation amenities and the responsible development of new amenities into the future.

Second, this action will adopt, upon Board of Trustee approval, Bylaws governing the operations of PROSTAC. The Bylaws were created specifically for Frederick, but are generally similar to those of other Colorado communities.

The Bylaws outline the purpose of the Commission, which is to:

- Advise Town Staff and the Board of Trustees on all matters pertaining to the operation of the Town's parks, recreational amenities, open spaces and trail system, except issues pertaining to individual staff and;
- To advise Town Staff and the Board of Trustees on proposed use fees for parks, recreational amenities, open spaces and trails.

While the Board of Trustees or the Commission may focus on certain specific areas of operation within this broad scope of purpose, the Bylaws specifically encourage the Commission to advise on:

- Strategic planning for parks, recreation, open spaces, trails and other recreational programs and amenities;
- Maintenance and access levels of service at all Town parks, recreational amenities, open spaces and trails;
- Land-use policies relating to non-Town maintained parks, recreational amenities, open spaces and trails;
- Acquisition, disposition, or redevelopment of parks and open space lands.

They also govern Membership and Election of Officers, Regular and Special Meetings, Study Sessions, Committees, Ethics and finally, Amendments to the Bylaws.

Legal Comments:

The Town Attorney has reviewed and approved the attached Resolution and Bylaws. These Bylaws do not conflict with the Town of Frederick Municipal Code, but reference that code where applicable.

Alternatives/Options:

- 1. Approve the Bylaws without changes for consideration by the Board of Trustees**
- 2. Approve the Bylaws with changes for consideration by the Board of Trustees**
- 3. Deny the Bylaws and recommend changes to staff**

Financial Considerations:

There is no financial impact to these Bylaws.

Staff Recommendation:

Staff recommends approval of the Bylaws.

Bylaws

Town of Frederick, Colorado

Parks, Recreation, Open Space and Trails Advisory Commission (P.R.O.S.T.A.C.)

Article I – Introduction

- A. The Town of Frederick’s Board of Trustees, by resolution, authorizes the creation of the Parks, Recreation, Open Space and Trails Advisory Commission and to adopt bylaws for the transaction of business.
- B. The within Bylaws have been adopted by the Town of Frederick Board of Trustees and all previously adopted bylaws are deemed repealed.
- C. Pursuant to the enacting resolution, the Parks, Recreation, Open Space and Trails Advisory Commission, shall be hereinafter referred to as “the Commission” and the Town of Frederick Board of Trustees shall be hereinafter referred to as “the Board.”

Article II – Purpose

- A. The Town of Frederick’s Board of Trustees, by resolution, authorizes the creation of the Parks, Recreation, Open Space and Trails Advisory Commission to:
 - a. Advise Town Staff and the Board on all matters pertaining to the operation of the Town’s parks, recreational amenities including Bella Rosa Golf Course, open spaces and trail system, except issues pertaining to individual staff.
 - b. Advise Town Staff and the Board on proposed use fees for parks, recreational amenities, open spaces and trails.
- B. These Bylaws specifically encourage the Commission to advise and make recommendations to Town Staff and the Board on the following matters which include, but not limited to:
 - a. Strategic planning as it relates to parks, recreation, open spaces, trails and other recreational programs and amenities.
 - b. Maintenance and access levels of service at all Town parks, recreational amenities, open spaces and trails.
 - c. Land-use policies relating to non-Town maintained parks, recreational amenities, open spaces and trails.
 - d. Acquisition, disposition, or redevelopment of parks and open space lands.

Article III – Membership and Officers

- A. The Commission shall be composed of members appointed by the Board in accordance with the Town of Frederick Municipal Code.
- B. The Commission shall consist of:

- a. Seven (7) voting members who are residents of the Town of Frederick;
 - b. A Board of Trustee who serves as a nonvoting liason to the Commission;
 - c. A staff representative to serve as a nonvoting liason to the Commission, who shall also serve as Secretary to the Commission;
 - d. A member of the Youth Commission as a nonvoting liason to the Commission.
- C. Commissioners shall serve three (3) year terms or as prescribed by the Town of Frederick Municipal Code.
- a. Terms shall be staggered to prevent a majority of the membership being renewed at one (1) time;
 - b. There shall be no limit to the number of terms a Commissioner may serve;
 - c. Commissioners appointed due to a resignation or removal shall fulfill the term of the seat to which they are appointed.
- D. The Commission shall elect a Chairperson and Vice Chairperson.
- a. The Chairperson shall preside at all regular and special meetings of the Commission and shall decide all points of procedure.
 - b. The Vice Chairperson shall assume the duties and responsibilities of the Chairperson in the Chairperson's absence.
 - c. Commission officers shall serve for a term of one (1) year.
 - d. Officer vacancies shall be filled at the next regular meeting of the Commission by election of the members. Officers elected to fill vacancies shall serve until the next regular election of officers.
 - e. Any member of the Commission may nominate another member of the Commission as an Officer.
 - f. Election of Officers shall be administered by the Secretary and conducted by ballot, or as prescribed by law, and a majority of the Commission shall elect the prescribed Officer.
 - g. Election of Officers shall occur during the May Regular Meeting of the Commission or as soon thereafter is practical at the discretion of the Chairperson.
 - h. The Board may remove any Officer or member from the Commission, per the Town of Frederick Municipal Code.

- i. The Commission may remove an Officer from their office at any time by a majority vote, but may not remove them from the Commission. The Commission may, upon a majority vote by the commissioners, recommend a member for removal by the Board.

Article IV – Regular and Special Meetings

- A. The Commission shall hold a regular meeting at least monthly on a date and at a time and location designated by the Chairperson. These meetings may be rescheduled or cancelled by the Secretary, upon direction from the Chairperson.
- B. Members of the Commission shall notify the Chairperson and Secretary as soon as possible if they will not be able to attend a meeting. Members of the Commission who exceed three, consecutive unexcused absences may be subject to Article III's removal provision.
- C. The Chairperson shall coordinate with the Secretary to prepare, or cause to be prepared, an agenda for each regular and special meeting of the Commission.
- D. The Secretary shall prepare, or cause to be prepared and posted, a notice of each regular and special meeting of the Commission. Such notice shall contain, at a minimum, the agenda, minutes for approval and any documents to be presented to the Commission by Town staff. Those matters subject to conditions of Executive Session shall be noticed in accordance with Colorado Law.
- E. Special meetings may be called by the Chairperson at any time, provided notice is given to each member of the Commission, at a minimum, five (5) calendar days prior to the meeting and provided the aforementioned public notice is posted.
- F. All regular and special meetings may be held in-person, virtually, or a combination of these two methods, provided that a link for the virtual meeting is provided in the meeting agenda.
- G. All regular and special meetings of the Commission shall be open to the public. Members of the public in attendance shall be provided up to three minutes, during a designated public comment period for general comment. An additional public comment period may be provided during discussion for a specific agenda item as determined by the Chairperson.
- H. Before official and formal action can be taken on any matter at any regular or special meeting of the Commission, a quorum shall be present and in-session. A quorum is defined for purposes of these Bylaws as any four (4) members.
- I. The Vice Chairperson shall preside in the absence of the Chairperson. Where both the Chairperson and the Vice Chairperson are absent, members present shall by majority vote select a member to preside over the meeting.
- J. All voting shall be by roll-call vote, except for the nomination of Officers.

- K. The order of business for regular and special meetings shall be the order as it appears on the agenda, except that any member of the Commission, may, by motion and majority vote of the Commission, request to rearrange the order of business or remove an item from the order of business.
- L. The Secretary shall keep, or cause to be kept, minutes and keep the same recording the date, action minutes, the vote of each member upon action agenda items, or those absent or failing to vote and such other details as the Commission shall direct. The minutes of each regular and special meeting shall be provided for approval by the Commission at its next meeting.
- M. The Secretary shall prepare, or cause to be prepared, the transmittal of official and formal actions of the Commission to the Town Manager's office for scheduling before the Board.
- N. The Commission may hold an Executive Session, subject to any and all applicable rules and regulations of the State of Colorado, at the request of the Chairperson or majority vote of the Commission.

Article V – Study Sessions

- A. A study session may be called by the Chairperson at any time, provided notice is given to each member of the Commission, at a minimum, five (5) calendar days prior to the session and provided public notice is posted as prescribed in Article IV, Section C.
- B. The purpose of a study session shall be for Town staff to provide additional information on a topic or topics of particular interest and/or concern to the Commission.
- C. No formal action shall be taken during study sessions. A public comment period may be provided during discussion for a study session item as determined by the Chairperson.
- D. The Chairperson shall prepare, or cause to be prepared, an agenda for each study session of the Commission.
- E. The Secretary shall prepare, or cause to be prepared and posted, a notice of each study session of the Commission. Such notice shall contain, at a minimum, the agenda.
- F. At any time, during a regular or special meeting, a quorum of the Commission does not exist, the Chairperson may continue the meeting as a study session, provided that no official or formal action is taken.
- G. No quorum is required for a study session.

Article VI – Committees

- A. There shall be no standing committees of the Commission.
- B. With a majority vote of the Commission, ad hoc committees of the Commission may be formed for the purposes of special study or review of a specific item of interest.

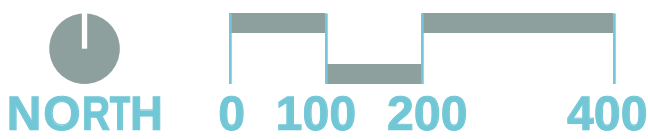
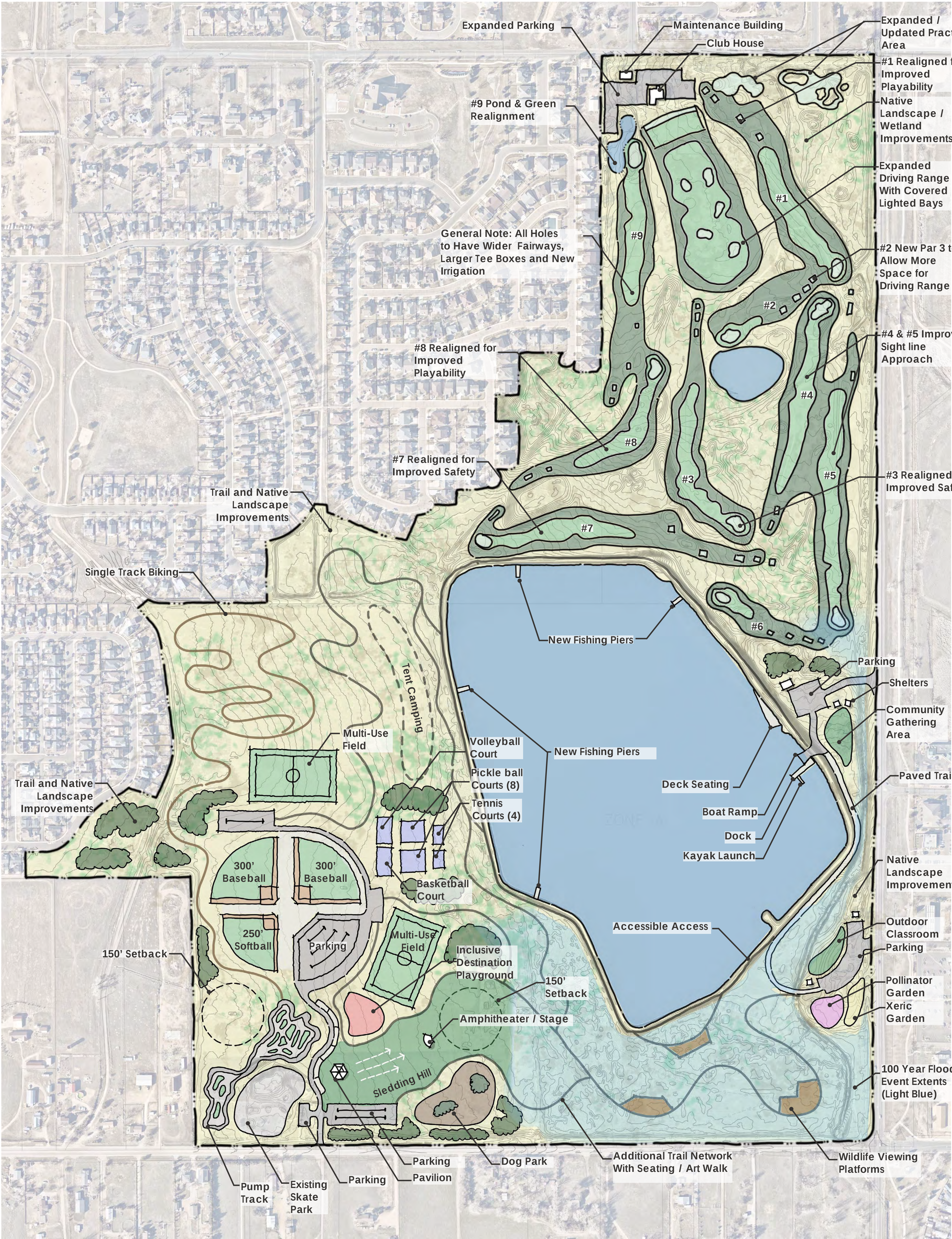
Article VII – Ethics

- A. The members of this Commission shall be bound by the Colorado Code of Ethics, the Colorado Public Official Disclosure Law and the Town of Frederick Municipal Code Section 2-9-30.

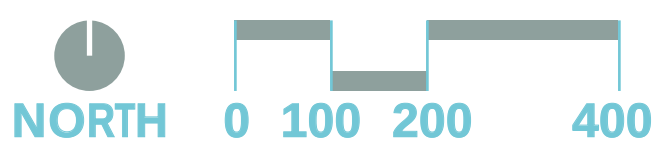
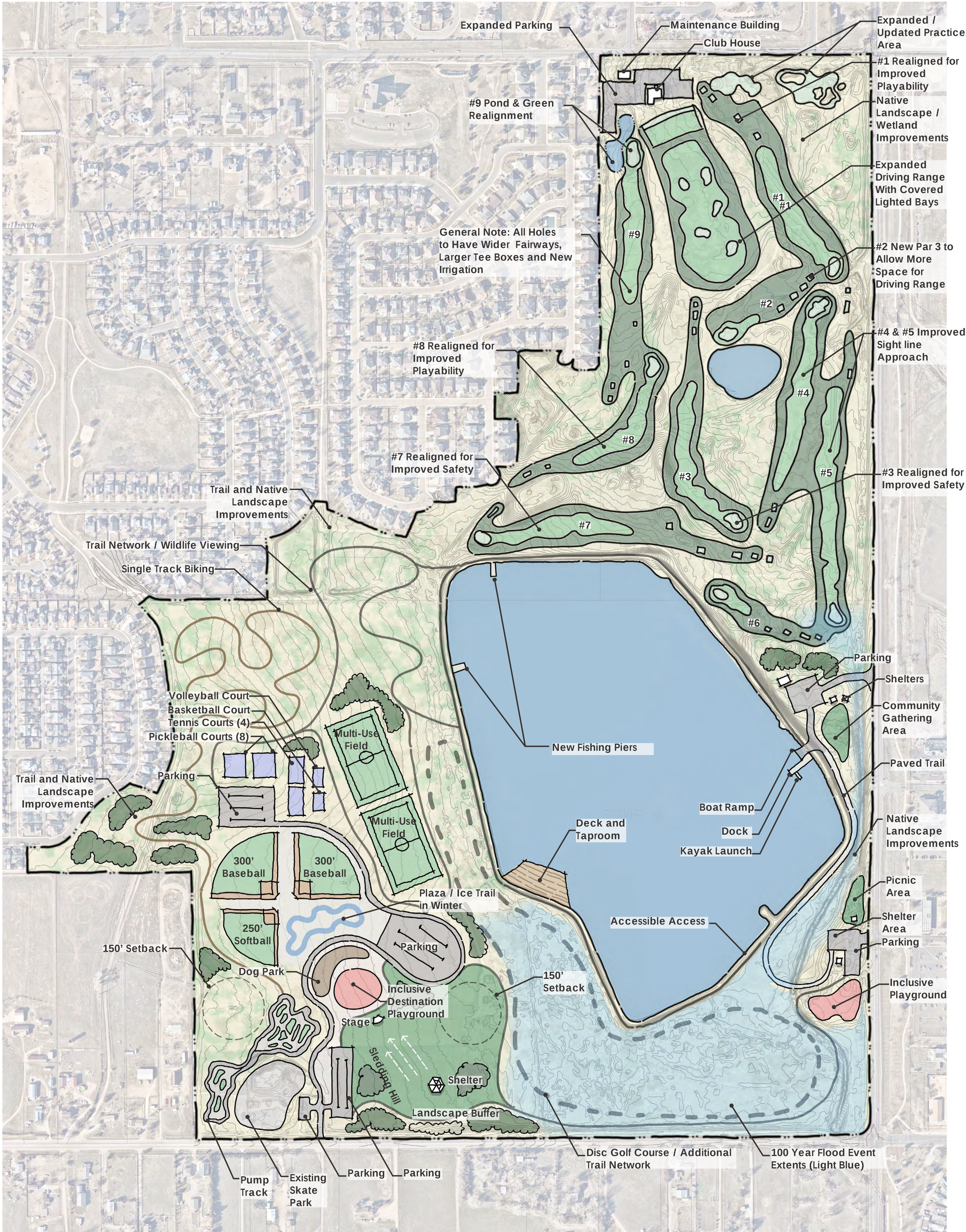
Article VIII – Amendments

- B. These Bylaws may be amended by majority vote of a quorum of members present and in session at any regular or special meeting, provided that such amendment was read at the last regular meeting. Amendments are subject to final approval of the Board.

DRAFT



DESIGN
CONCEPTS
Community + Landscape Architects



DESIGN
CONCEPTS
Community + Landscape Architects



Community Wildfire Protection Plan

Colby Johnson – Parks and Open Space Director
Traci Garcia Castells – Grant Administrator

Board of Trustees– October 10th, 2023

BUILT ON WHAT MATTERS



Strategic Plan Alignment



Safe & Secure

5.2 – Continue to foster and improve the relationship quality with public safety/emergency agencies seeking ways to collaborate and leverage resources where feasible.



Strategic, Reliable and Sustainable Infrastructure

- Planning for sustainable growth and development.



Purpose

Authorize a Resolution in support of Frederick's participation in a Community Wildfire Defense Fund grant application, in partnership with the Town of Firestone, Frederick-Firestone Fire Protection District and Carbon Valley Emergency Management Agency to create a Community Wildfire Protection Plan.



Local Partnership



CARBON VALLEY
EMERGENCY MANAGEMENT AGENCY



Built on What Matters.

Grant Program



- Community Wildfire Defense Program
 - Provides funds for wildland-urban interface wildfire mitigation strategies
 - Nearly \$1 billion allocated to this fund through the Bipartisan Infrastructure Fund



Community Wildfire Protection Plan

- Authorized and defined in the Healthy Forest Restoration Act of 2003
 - Address challenges related to the Wildland-Urban Interface (WUI)
 - Brings together diverse local interests, through robust engagement, to discuss concerns for public safety, community sustainability and natural resource protection
 - Positive, solution-oriented environment to address a number of issues, but most importantly:
 - Local firefighting capability and emergency management capability – recommendations for additional wildfire resources
 - The need for defensible space around homes and subdivisions – recommendations for code updates for new development
 - Where and how to prioritize land management actions – recommendations for hazard mitigation on existing lands

Built on What Matters.



Built on What Matters.



Built on What Matters.



Project Process & Timeline

- Timeline is TBD
 - Dependent upon Grant Application in October 2023 or early 2024
 - Grant cycles will be determined by our partnership and each entity's staff capabilities



Discussion & Questions

Built on What Matters.



Motion Options

Approval:

I move that we approve Resolution XXXX, providing support for the Town of Frederick's participation in a Community Wildfire Defense Program grant application to create a Community Wildfire Protection Plan.

Amended Approval:

I move that we approve Resolution XXXX, providing support for the Town of Frederick's participation in a Community Wildfire Defense Program grant application to create a Community Wildfire Protection Plan with the following amendments:

Denial:

I move that we deny Resolution XXXX.

Crist Park and WCR 19 Subarea Amendments

Colby Johnson – Parks and Open Space Director
Ali van Deutekom – Planning Manager

Board of Trustees– September 26th, 2023

BUILT ON WHAT MATTERS



Strategic Plan Alignment



Community and Economic Vitality

2.3 – Complete analysis on revitalization strategies for Fifth Street

2.4/5 – Update of the Comprehensive and Downtown Plans and Land Use Code.



Dynamic, Inclusive & Connected Community

3.1 – Implement new ways to increase accessibility for public engagement.



Purpose

Consideration to authorize the Town Manager to enter into amendments to the Comprehensive and Downtown Plan with RICK Engineering Company to:

1. Create a conceptual site plan for Crist Park and surrounding greenways.
2. Create a subarea plan for WCR19/Hwy 52 Area in partnership with Weld County, Firestone and Fort Lupton

Crist Park



Built on What Matters.



Project Process & Timeline

- Project Kickoff & Stakeholder Meetings
 - *October – November 2023*
- Site Inventory and Analysis
 - *October – December 2023*
- Conceptual Site Plan
 - *December 2023 – April 2024*
- Presentations to POST and BOT
 - *March – May 2024*
- Additional services may be considered by Staff and POST in Spring 2024 – Depending on overall Downtown Plan process

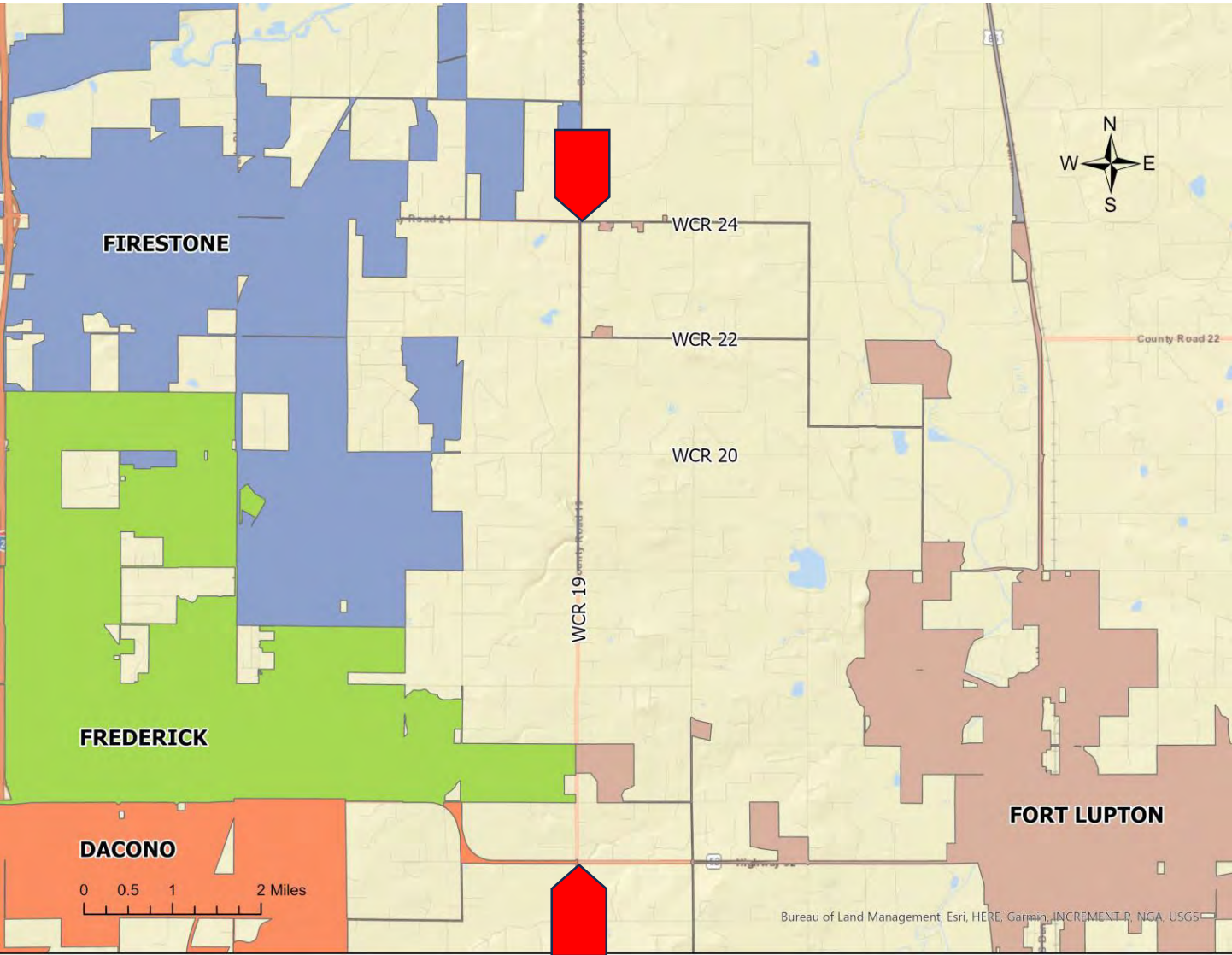
Concept Plan Example



Built on What Matters.



WCR 19 Subarea



Built on What Matters.



Project Process & Timeline

- Project specifications are still being negotiated between the four partners – Frederick, Firestone, Fort Lupton and Weld County
- This authorization for the Town Manager allows us to expedite project initiation upon completion of negotiation.



Discussion & Questions

Built on What Matters.



Motion Options

Approval:

I move that we approve Resolution XXXX, authorizing the Town Manager to execute contract amendments to the Comprehensive and Downtown Plans to create a site plan for Crist Park and a subarea plan for Weld County Road 19.

Amended Approval:

I move that we approve Resolution XXXX, authorizing the Town Manager to execute contract amendments to the Comprehensive and Downtown Plans to create a site plan for Crist Park and a subarea plan for Weld County Road 19 with the following amendments:

Denial:

I move that we deny Resolution XXXX.

August 25, 2023

**Town of Frederick
Parks and Open Space Department**

Colby Johnson
Parks and Open Space Director
7301 Eagle Boulevard
Frederick, CO 80504

RICK
ENGINEERING COMPANY

8678 Concord Center Dr.
Unit 200
Englewood, CO 80112
t: 303.537.8020
w: rickengineering.com

RE: Proposal to Provide Conceptual Design Services for Crist Park

Dear Mr. Johnson

The re-design of Crist Park will be a significant addition to the Town of Frederick, benefiting both its residents and the surrounding region. The Town will need a team of landscape architects and design professionals experienced with regional, community and historical parks to assist with realizing these improvements. Having provided these services to the Front Range as well as other regions of the Western United States, RICK Engineering Company (RICK) is that team. We can help create the outdoor spaces that will allow the Town to further commit to expanding recreational opportunities and reinforce the Town's dedication to providing safe parks that suit the needs of the community members using innovative and sustainable solutions. This re-design will build upon the momentum generated through the new Downtown Plan to create a signature amenity for the entire Frederick community.

This endeavor will require dedicated leadership from both the Town's stakeholders and the RICK design team. **Our services are rooted in a passionate commitment to the principles of shared decision-making and thoughtful design integration.** Our professional careers are founded on the joy we take in helping communities create environments that allow them to accomplish their creative dreams and fulfill their potential for meaningful outdoor spaces.

Our Landscape Architecture, Planning and Engineering team brings relevant park design and construction experience to the Town of Frederick. We pride ourselves in bringing together these specialties under one corporate roof. Our team includes well-established design professionals with extensive experience in the development of recreational facilities.

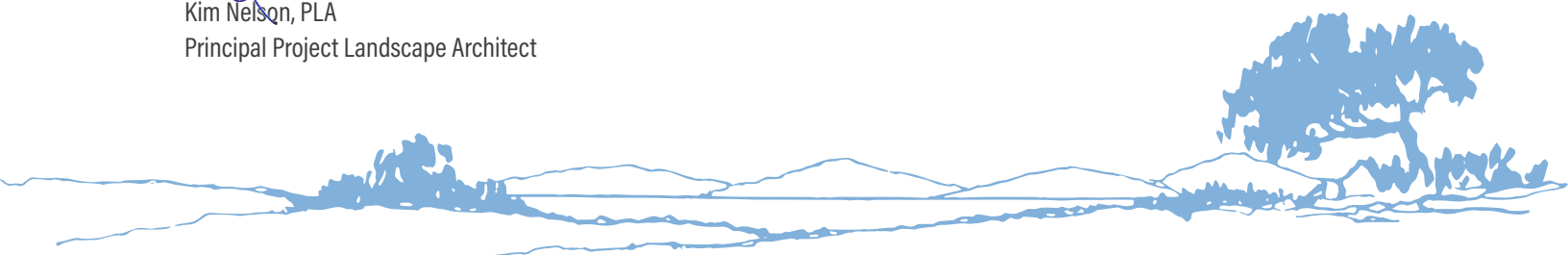
We will collaborate with the Town to deliver schematic design alternatives, a final concept plan, and graphic exhibits that describe the design intent. This Concept Design will successfully combine thoughtful design and cutting-edge engineering solutions. Together we will create park facilities that reflect the Town's spirit of providing healthy, safe, and active recreational spaces for people to enjoy.

The RICK Team is pleased to submit our proposal. We can enter into an addendum with the Town of Frederick for the Comprehensive Plan and Downtown Plan under the terms and conditions of our existing contract as requested. Should you have any questions during the review of this proposal, please use my personal contact number, 303.403.2430 / ksnelson@rickengineering.com or Britt Palmberg at 720.985.9807 / bpalmberg@rickengineering.com.

Respectfully Submitted,



Kim Nelson, PLA
Principal Project Landscape Architect



RICK Engineering Company's

Statement of Qualifications Proposal Response includes:

A. Statement of Understanding

A statement reflecting the individual's or firm's understanding of the scope of the issues to be addressed

B. Proposed Approach

An outline of the proposed approach to address the Town's requirements

C. Fee Proposal

A fee proposal including all fees, reimbursable expenses and costs to provide the services described in this proposal.

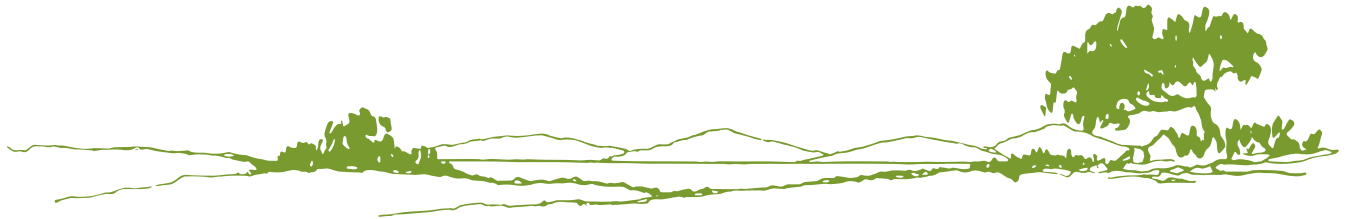


8678 Concord Center Dr,
Unit 200
Englewood, CO 80112
t: 303.537.8020
w: rickengineering.com



A well planned and designed park

is more than just a cultivated plot of land. It's a place where community members can gather to imagine, explore, play and enjoy the outdoors.



Situated in the heart of downtown Frederick, Crist Park, is a Historic Town Park. The update of this park will provide new potential amenities including; additional gathering areas, an amphitheater, playground, natural walking paths, splash pad, etc. The park also includes the historic Town Hall building that will be incorporated into the design.

The importance of this vision will be clearly demonstrated in the programing elements of the Schematic and Final Concept plans. Health, safety, connectivity, wellness, community gathering, and play will be the results of the park improvements and the creation of recreational opportunities. These proposed improvements set a building block of what can be accomplished as part of a bigger and forward-thinking approach. Our RICK team members bring not only the relevant experience and approach; we are able to provide unique skills and knowledge for this significant project.

What the RICK Team Brings

TO THE CRIST PARK PROJECT

- Demonstrated Competence, Professional Qualifications
- Understanding of design consistent with a park located in an active downtown
- History of meeting and exceeding schedules
- Partnerships that are the result of active listening, utilizing the right communication tools, and achieving your project goals
- Pride in building facilities that meet the needs of all community members utilizing ADA resources
- Sustainability practices such as; water efficient landscape, environmentally conscious lighting, pervious surfaces
- Preserving the existing trees and complementing them with additional plantings
- Stormwater experts that will analyze drainage and explore opportunities to intergrate stormwater elements into the park design



RICK Brings the Town of Frederick

THE RIGHT RESOURCES, EXPERIENCE, AND TEAM

Kim Nelson's extensive and innovative experience brings the focus that a project of this magnitude needs. Kim has a strong connection with the Town of Frederick, where she served as a Town planner in the past. Additionally, Jared Gorby and Rhonda Martinek have a strong relationship working together delivering successful projects. Britt Palmberg, our Community Planner, is currently working with the Town of Frederick on the Comprehensive Plan and Downtown Plan and has a strong relationship with the Town. This core team will work closely with Town staff to arrive at a successful and thoughtful Conceptual Plan for Crist Park.

Kristopher Carlstedt, one of our civil engineers, will assist our team with evaluating stormwater requirements and how this will affect the Concept Plan. Kris is well versed with infrastructure and civil engineering needs in the Front Range region.

This project will involve management from the RICK Team's Project Manager, Kim Nelson. Our management approach is based on years of successful projects and experience with similar contracts with public agencies. Our approach serves as a road map to make sure that tasks are delivered on time and within budget.

The approach is based on three elements:

- **Quality Assurance / Quality Control Procedures**
- **Project Budget, Scope & Schedule**
- **Interaction with Client & Stakeholders**



a. Statement of Understanding

THE PEOPLE, PROCESSES, AND TOOLS USED TO **Deliver the Town and Community an Enhanced Park**

RICK believes design elements can be exciting and still be cost effective. It is essential that the project be initiated by establishing a clear Budget, Scope, and Schedule to ensure an on-time and within budget completion of this effort. Our experience working on similar community and regional parks has informed our thoroughness and attention to detail.

We place a high value on technical and design research and understanding the nature of materiality and landscape systems for more enduring projects with lower maintenance costs and greater security. Our RICK Team will bring our proven track record of successfully built park projects, our respect for listening to the client, our commitment to providing well-coordinated documents, and our dedication to assisting in further developing Crist Park for the Town of Frederick.

To maintain the schedule, we recommend a kick-off meeting with the Town staff to further develop the schedule, identifying specific dates and design elements. The final schedules prepared for this response will be based on the Town's needs and our previous experience. This project initiation phase will set the management protocols for a clear and smooth process.

We will establish shared goals and the team approach. We understand the approval processes as required by the Town. The RICK Team has many years of experience, and is committed to delivering the desired enhancements to Crist Park, while guiding and providing the information needed to make appropriate project decisions.



The vision of a contemporary, welcoming, and safe park will be clearly demonstrated in the programing elements of the Schematic and Concept Plans for Crist Park. The voice of the community often establishes the foundations of improvements, which in turn become part of a bigger and forward-thinking approach. RICK and our project team bring not only the relevant experience and approach; we are able to provide unique skills and knowledge for this significant project. The revitalization of Crist Park for the Town of Frederick will be executed over the course of the project and we have outlined our tasks in the following section.

○ TASK 1.0 INITIAL PLANNING PHASE

● TASK 1.1 PROJECT MANAGEMENT/ MEETINGS

RICK will be the team leader of the project and will serve as the direct contact with the Town.

The tasks we will perform as team leader include:

- Team Kick-off meeting on site with the Town of Frederick staff.
- Preparation of schedule.
- Identify key tasks, milestones, deliverables & approvals.
- Cost Control.
- QA/QC Coordination.

● TASK 1.2 SITE INVENTORY AND ANALYSIS

RICK and the design team will conduct site inventory and analysis for the park and program refinement processes.

This task will include:

- Attend on-site meeting.
- Review existing concept plans for relevant visioning, planning and design precedents.
- Review existing park documents.
- Review adjacent properties for edge conditions.

○ TASK 2.0 Conceptual Plan (20%)**● TASK 2.1 CONCEPTUAL PLAN**

As project inventory and analysis is finalized, RICK will prepare two (2) Schematic Plan alternatives based on the analysis and discussions with the Town staff. These two (2) alternatives will be presented to the Parks, Open Space and Trails Commission for discussion and input for the refinement of the selected alternative to create the Final Concept Plan. Based on the Town's selection of an alternative along with additional input a Conceptual Plan will be prepared. This task of work will refine the design direction for the optimal relationship between the program elements requested by the Town and existing site elements.

Two (2) alternative Schematic Plans will be developed for review by the Town staff and Parks, Open Sapce and Trails Commission . One (1) plan will be developed into a Final Concept Plan.

Schematic Master Plan alternatives will consider the following:

- Circulation patterns.
- Universal access components (ADA).
- Seating areas.
- Shade elements.
- Safety and security enhancements.
- Ease of maintenance.
- Gathering areas.
- Playground.
- Splash Pad.
- Amphitheater.
- Use of plant materials.
- Lighting design concepts.

Conceptual Layout for Drainage, Water Quality, Detention:

- » **During the schematic design phase,** water quality BMPs in combination with the drainage features will be incorporated into the Master Plan. The water quality and drainage features will be evaluated per the requirements of the Town of Frederick Engineering Standards as well as innovative solutions.

DELIVERABLES:

- Two (2) draft Schematic Plans and one (1) Final Concept Plan. This phase will include the development of an Opinion of Probable Cost.

● TASK 2.2 COMMUNITY OUTREACH

RICK will assist in and present the selected Schematic Plan to the community and identified stakeholders. RICK will support the Town with one community workshop that will potentially coincide with Comprehensive Plan and Downtown Plan (during the Schematic phase).

We will strategize with Town staff for the best time and venue and consider the following opportunities:

- Identify stakeholders, community members and residents for the community outreach meeting.
- Identify goals of community outreach.
- Refine Schematic plan, exhibits, and support materials to be presented at the community outreach meeting. Support material includes agenda, sign in sheets, flyers, etc. for engagement with the community.
- Summarize community feedback for the Town.

● TASK 2.3 TOWN PARKS, OPEN SPACE AND TRAILS COMMISSION

- Prepare illustrations and graphics for presentation at the Town Parks, Open Space and Trails Commission.
- RICK team members will present the Design Alternatives to the Commission for discussion and input.
- The Commission will aid in selection of an Alternative to move forward with Final Concept Plan.

● TASK 2.4 TOWN BOARD PRESENTATION

- Prepare illustrations and graphics for presentation at the Town Board.
- RICK team members will present the final Concept Plan to the Town Board for Input.



CRIST PARK MASTER PLAN

CONCEPTUAL PLAN 20%

SITE EVALUATION
2 SCHEMATIC DESIGN ALTERNATIVES
GRAPHIC ILLUSTRATIONS
PARKS, OPEN SPACE, AND TRAILS COMMISSION MEETING
COMMUNITY MEETING
CONCEPTUAL PLAN- 20%
EXPENSES

TOTAL

\$24,480.00

* If preparation and approval of Final Conceptual Plan continues into 2024 additional appropriation of funds may be required in 2024.

Upon approval of the Concept Plan by the Town, a subsequent proposal for Final Design Development and Construction Documents will be prepared. This proposal will be based on intended completion of these plans in the 2024 calendar year.



Town of Frederick, Colorado

**FIRST AMENDMENT TO PROPOSAL TO PROVIDE A NEW COMPREHENSIVE
PLAN AND DOWNTOWN PLAN FOR THE TOWN OF FREDERICK, COLORADO**

This FIRST AMENDMENT TO THE PROPOSAL TO PROVIDE A NEW COMPREHENSIVE PLAN AND DOWNTOWN PLAN FOR THE TOWN OF FREDERICK, COLORADO ("First Amendment") is made and entered into on the date upon which it is mutually executed by the Parties (the "Effective Date"), by and between the TOWN OF FREDERICK, COLORADO, a municipal nonprofit corporation of the State of Colorado, with offices at 401 Locust Street, Frederick, Colorado 80530 (the "Town"), and RICK ENGINEERING COMPANY with offices at 8678 Concord Center Drive, Unit 200, Englewood, CO 80112 (the "Contractor"). The Town and the Contractor may be referred to collectively as the "Parties" and each individually as "Party".

WITNESSETH

WHEREAS, pursuant to Resolution 22-R-71, the Town and the Contractor entered into that certain Professional Services Agreement, dated September 16, 2022 ("Original Agreement"), attached hereto as **Exhibit B**, for Contractor to perform the Work as specified in the Contract Documents, for a cost of **Three Hundred Ninety-five Thousand Four Hundred Seventy-five Dollars (\$395,475.00)** (the "Project"); and

WHEREAS, the Town has identified additional project scope items that would be efficient for Contractor to complete on behalf of the Town; and

WHEREAS, the Contractor submitted an additional Scope of Work with an updated Project Fee as outlined in **Exhibit A** with an increase of **Twenty-four Thousand Four Hundred Eighty Dollars (\$24,480.00)** for a total contract amount of **Four Hundred Twenty Thousand Nine Hundred Fifty-five Dollars (\$419,955)**; and

WHEREAS, the Parties desire to enter into this First Amendment to facilitate the completion of the Crist Park Redesign Project.

NOW, THEREFORE, it is agreed by and between the Town and the Contractor that the Agreement shall be amended as follows:

1. **Recitals.** The foregoing recitals are true and correct and are incorporated herein by this reference as though set forth in full.
2. **Original Terms and Conditions.** Except as amended herein, the original terms and conditions of the Agreement remain in full force and effect.
3. **Term.** The additional work contemplated in this First Amendment shall run concurrent with the Original Agreement's term.
4. **Scope of Work.** The Original Agreement is hereby amended by adding the documents that indicate the correct tasks and costs for the Project as set forth specifically in **Exhibit B**, a copy of which are attached to this First Amendment and incorporated herein by reference.

5. **Contract Sum and Payment.** The Section of the Original Agreement entitled “Schedule of Fees (for Labor) Authorized with this Work Order” is hereby amended to read in full as follows:
Our ("Consultant") fee for the Scope of Work be on a lump sum basis per our current Schedule of Hourly Rates (enclosed) for a sum (for labor) of \$419,955, which is inclusive of the Comprehensive Plan, Downtown Plan, and Crist Park Redesign as reflected in this Agreement and the First Amendment to this Agreement.
6. **Force and Effect of Amendment.** Notwithstanding anything in the Original Agreement to the contrary, the Original Agreement shall be amended such that all references in the Original Agreement to “Agreement” shall refer to the Original Agreement as amended by this First Amendment.
7. **Conflict.** This First Amendment is and shall be construed as part of the Original Agreement. In case of any inconsistency between this First Amendment and the Original Agreement, the provisions containing such inconsistency shall be reconciled with one another to the maximum extent possible, and then to the extent of any remaining inconsistency, the terms of this First Amendment shall control.
8. **Counterparts; Facsimile or Electronic Signature; Authority.** The Parties hereto agree that this First Amendment may be executed in multiple counterparts which, when signed by all parties, shall constitute a binding agreement. The Parties further agree that this First Amendment may be executed by facsimile or electronic signature, and that any facsimile or electronic signature shall be binding upon the Party providing such signature as if it were the Party’s original signature.

IN WITNESS WHEREOF, the Parties have executed this First Amendment to PROPOSAL TO PROVIDE A NEW COMPREHENSIVE PLAN AND DOWNTOWN PLAN FOR THE TOWN OF FREDERICK, COLORADO, to be effective as of the date of mutual execution by the Parties. By the signature of its representatives below, each Party affirms that it has taken all necessary action to authorize said representative to execute this First Amendment.

THIS FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT is executed and made effective as provided above.

TOWN OF FREDERICK, COLORADO:

ATTEST:

Approval by:

Meghan Martinez - Town Clerk

By: Bryan Ostler, Town Manager

_____, 2023
Date of execution (Town)

COMPANY.:

By: _____

Printed name: _____

Its: _____

Date (Contractor): _____, 2023

STATE OF _____)

COUNTY OF _____) ss.

The foregoing Amendment was acknowledged before me this ____ day of _____, 20____, by
_____ as _____ of
_____, a _____.

Witness my hand and official seal. My
commission expires: _____.

Notary Public

**Required for all contracts pursuant to C.R.S. § 8-40-202(2)(b)(I)*



September 16, 2022

Town of Frederick
Attn: Ali van Deutekom
401 Locust Street
Frederick, Colorado 80530

SUBJECT: PROPOSAL TO PROVIDE A NEW COMPREHENSIVE PLAN AND DOWNTOWN PLAN FOR THE TOWN OF FREDERICK, COLORADO

Dear Ms. Van Deutekom:

Thank you for giving Rick Planning + Design (RICK) the opportunity to propose on this project. The following proposal is based on our recent discussions. We have made our best attempt to monument our discussions and project understanding in the following proposal. Upon your review, if you have any questions or revisions to the project scope that should be incorporated, we would welcome discussing those changes with you so that we can better define the scope of work and associated fee.

PROJECT UNDERSTANDING AND ASSUMPTIONS

1. The Town of Frederick seeks to complete a new Comprehensive Plan document and a new Downtown Plan document to serve the community over the next 10 to 20 years

SCOPE OF WORK

See Exhibit A

Schedule of Fees (for Labor) Authorized with this Work Order:

Our ("Consultant") fee for the Scope of Work be on a lump sum basis per our current Schedule of Hourly Rates (enclosed) for a sum (for labor) of \$385,150.

Reimbursable Expenses

Non-labor expenses including printing, deliveries, mileage, airfare, travel, food/lodging, phone, parking, postage and other miscellaneous expenses will be billed at cost. All sub-consultants or exterior printing will be billed at cost. Any permit or review fees paid by Rick Engineering Company will be billed at cost.

Mileage	\$725
Plotting and Printing	\$3,750
Food and Drink for Community Meetings and Events	\$2,350
Incentives for Community Outreach	\$2,800
Other Supplies	\$700
Total Reimbursable Expenses --->	\$10,325

Fees and expenses will be billed monthly as the work progresses and the net amount shall be due upon receipt of the invoice.

Contingency

As outlined in Exhibit B, this proposal also includes a Contingency amount, above and beyond the budget amounts outlined above, with a limit of **\$39,500**, to cover additional services, including, but not limited to: Additional community outreach at open houses and community events, briefings with boards and commissions, and other project meetings.

Exclusions

The following services are either not anticipated to be required at this time, or are being provided by other consultants outside of this contract:

1. Any services not specifically described in the scope of work above.
2. Application, permit or review fees.
3. Architectural drawings of any kind.
4. Preparation of code language to be used for land use code updates.

Standard Provisions of Agreement

The enclosed Standard Consulting Agreement (Exhibit C) is incorporated herein and made a part of this agreement.

Ms. Ali van Deutekom
September 21, 2022
Page 3

Contract Execution

If notice is delayed for any reason beyond sixty (60) days, it is understood by the parties that the terms and conditions contained herein are subject to revision.

If you would like us to proceed on this work as outline above, we ask that you please sign and return this agreement as our written authorization.

If you have any questions regarding this agreement, please contact me directly at 303-537-8020 or 720-985-9807. Thank you for requesting Rick to provide these services.

Sincerely,

RICK ENGINEERING COMPANY



Robert K Fitch, P.E., LEED AP
Associate Principal



Britt Palmberg, AICP
Principal Planner

Enclosures

APPROVED:

TOWN OF FREDERICK

By: 

Tracie Crites, Mayor

ATTEST:

By: 

Meghan C. Martinez, CMC, Town Clerk

DRAFT Work Plan – Frederick Comprehensive Plan and Downtown Plan

September 21, 2022

Rick Planning + Design

Task 1 – Project Kickoff and Initiation

Task 1.1: Ongoing Project Management: Our team will work with the Town staff to organize a Steering Committee to guide the planning efforts. Members of the Committee may include representatives from community organizations; representatives from the business community (including Downtown merchants); local developers and property owners; representatives from local schools and representatives from the Town staff; select representatives from the Planning Commission and the Board of Trustees; and other stakeholders identified in the initial stages of the project. The Steering Committee could potentially include 10 to 15 people, in order to provide the broadest representation while maintaining efficiency in decision-making.

Our team will implement a regular and efficient communication strategy. Conference calls involving the Town staff and members of our team will facilitate communication on a regular basis. We anticipate conducting weekly coordination conference calls between the Project Manager from the Town and the Project Manager from the Rick team. In addition, we will communicate with the Steering Committee on a regular basis via emails and periodic in-person or virtual (Zoom) meetings.

Deliverables:

- Notes from coordination calls / meetings with Town staff
- Agendas for Steering Committee meetings
- Powerpoint and graphics, as needed, for Steering Committee meetings
- Notes / minutes from Steering Committee meetings

Task 1.2: Project Kick-off Meetings: The Rick Planning + Design team will conduct an initial meeting with Town staff to discuss and determine parameters and objectives for the Comprehensive Plan and Downtown Plan. Our team will then meet with the Steering Committee and the Town Staff in a formal Kick-Off Meeting to finalize the schedule for the project, schedule initial meetings, and begin the process of data acquisition. Our team and the Steering Committee will establish goals and expectations for the planning effort and finalize plans and strategies for community engagement.

Deliverables:

- Agendas for initial staff meeting and for Kickoff meeting with Steering Committee
- Powerpoint presentation, for Kickoff meeting with Steering Committee
- Minutes / notes from kickoff meetings

Task 2: Public Outreach Plan

Subtasks – Public Outreach Plan:

We anticipate the following sub-tasks as part of the Public Input Process and will refine and finalize the content and execution of these subtasks with the Steering Committee and Town staff at the outset of the project.

Task 2.1: Public Outreach Materials and Project Contact Database: We will work with Town staff to develop language to include on emails, press releases, informational flyers, banners, and community signage, communicating the goals of the project as well as the purpose for particular community engagement efforts. Our team will work with Town staff to develop a database of contact names from throughout the Frederick area, for use throughout the project. We will include

sign-in sheets at community events and at community workshops held during the project to gather additional names for inclusion in the database. We will use the database to create email messaging that can be sent to the community to publicize community workshops and to direct community members to the project website to view information (including exhibits and graphics) concerning the Comprehensive Plan and Downtown Plan. We will work with Town staff to develop information to share with local media to promote the Comprehensive Plan and Downtown Plan.

Deliverables:

- Content for press releases throughout the project
- Informational flyers at various stages of the project
- Database of contacts for use throughout the project
- Sign in sheets at meetings and events

Task 2.2: Project Webpage: Our team will create and maintain a website for the Comprehensive Plan and Downtown Plan, using Social Pinpoint as its functionality allows us to incorporate a wide variety of information and outreach efforts. Our team will ensure that the website contains sufficient and appropriate information concerning the planning effort. We suggest that the webpage should include online versions of survey questions developed for the community workshops, as well as pdf versions of key concepts, alternatives, and information presented at the community workshops and at mobile outreach at community events.

Deliverable:

- Written content and graphics to be included on the project website

Task 2.3: Social Media Engagement: Our team will provide content necessary to publicize the Comprehensive Plan and Downtown Plan effort on the Town's Facebook and Instagram pages and the social media accounts of other organizations in Town. In addition to in-person meetings throughout the Comprehensive Plan and Downtown Plan process, we anticipate including the functionality to attend community meetings through Zoom and similar social media platforms, in order to provide options for those who wish to participate in the meetings from home so that we can reach everyone in Frederick.

Deliverables:

- Written content and graphics, as necessary, for staff to include in social media engagement, to promote the overall project, upcoming community meetings and events, and other key information at various stages of the project
- Content for use in Zoom community meetings, at various stages of the project.

Task 2.4: Connecting with Community Organizations: While strong promotion and support of the planning effort from the Town will be important, we also recommend an effort be spearheaded to engage local community organizations, religious organizations, schools, and other groups to assist in creating public awareness of and engagement with the planning process. We would anticipate that members of the Steering Committee would be able to assist with this effort, in reaching out to various community organizations and working with them to help spread the word about the Comprehensive Plan and Downtown Plan.

Deliverable:

- Matrix of potential community organizations and contact names, for ongoing outreach during the project (for discussion with Town staff and Steering Committee)

Task 2.5: Stakeholder Meetings: Our team will work with Town staff and the Steering Committee to identify key stakeholders for engagement as part of stakeholder meetings. Potential key stakeholders may include members of the Town staff, the Carbon Valley Chamber of Commerce, the Planning Commission, representatives from local neighborhoods or HOAs, and other social and civic organizations. We anticipate convening stakeholder meetings focused on the Downtown area in particular, including merchants, property owners, and residents within the Downtown area. In addition,

we will engage individual property owners and developers, and other agencies as needed. Specifically, the stakeholder meetings would be organized in the following fashion:

1st Round Stakeholder Meetings: Introduce the project and gain input concerning the overall goals and vision for the creation of the new Comprehensive Plan and Downtown Plan. Review information collected by the project team concerning existing conditions in Frederick and key findings from this information. Discussion at each meeting concerning how these key takeaways may affect the creation of the new Comprehensive Plan and Downtown Plan.

2nd Round Stakeholder Meetings: Review of and input concerning key alternatives pertaining to key planning topics (land use and development, housing, Downtown concepts, etc.).

3rd Round Stakeholder Meetings: Review of and input concerning the preferred direction for the Comprehensive Plan and Downtown Plan, pertaining to key planning topics, as well as the draft implementation strategies.

In total, we anticipate conducting up to eight stakeholder meetings during each of the three rounds identified above. In order to maximize the efficiency of the project budget, we anticipate conducting some of the stakeholder meetings via Zoom or similar online meeting channels, in order to reduce travel costs and maximize the value of everyone's time.

Deliverables:

- Presentation materials as needed, including handouts and/or powerpoints, for stakeholder meetings
- Summaries of discussions from stakeholder meetings

Task 2.6: Community Events and "Pop-Up" Activities: As mentioned previously, the project team will gain input and reach out to the broader community by conducting outreach at selected community events. For example, we anticipate that a small informational booth could be set up at community events in Frederick. We could also provide outreach at more focused community events such as school carnivals, or other events led by local schools, religious organizations, and other community groups. We will select community events and opportunities that will allow the project team to reach a full range of community members, including seniors, parents of young children, youth, students, and people with disabilities. We will design our booths at community events to include a "fun factor" and will brainstorm with the Steering Committee and Town staff outreach tools that will make people excited about contributing their input regarding the Comprehensive Plan.

The outreach booth materials used at community events could also be used to conduct "pop up" outreach at places where most people go in their daily lives, including local stores and other key gathering places. We will work with the Steering Committee and the Town staff to identify the community events where members of our consultant team would be best suited to join members of the Town staff, the Steering Committee, and community organizations, in conducting outreach in person. Our work plan assumes participation by two members of our consultant team in up to six community events during the course of the project (two events for each of the three rounds of community outreach). We will work with the members of the Steering Committee to explore the option for members of the committee to use the materials we develop for outreach at community events, to conduct outreach on their own. For example, representatives on the Steering Committee could use materials produced by our team to conduct additional outreach sessions at local schools, in local parks, or with local civic groups.

Our outreach materials at community events will include mobile exhibits and exercises to gain input from the community at key stages of the planning process. We will include various maps, game exercises, visual preference surveys, and related interactive tools to gain input from the community as the plan moves through the creation of alternative concepts and arrives at the preferred and final versions of the Comprehensive Plan and Downtown Plan.

Deliverables:

- Materials, including graphics, interactive exercises, handouts, sign in sheets, flyers, etc. for engagement at community events

Task 3 – Community Assessment (Comprehensive Plan)

Our team will conduct an analysis of existing conditions within Frederick. The content outlined below will be included in draft and final versions of the plan document and will help to inform the development of town-wide goals, policies and strategies of the Comprehensive Plan. We will summarize our findings of each of the following sub-tasks in memorandums to Town staff and the Steering Committee.

Task 3.1: Review of Existing Plans: Members of our consultant team will conduct a thorough review of existing plans and studies, such as the recently completed Transportation Plan and Parks and Open Space Plan. We will document the takeaways from the various plans as they relate to the Comprehensive Plan. We will document the areas in which the Town has achieved success and met the goals and action items from the previous 2016 Comprehensive Plan, and areas in which additional actions are needed to fulfill the goals established in the prior Comprehensive Plan.

Task 3.2: Demographic Analysis and Growth Buildout Projections: We will prepare a population analysis of Frederick, including a composite demographic analysis including key trends and projections for future growth in and around the Town, including growth buildout projections. We will complete projections for future population, households, and employment in Frederick, using information from the Town as well as from ESRI, the State of Colorado, and other sources. We will identify how the trends in the regional economy may impact prospects for economic development and the growth of population and employment in Frederick.

Task 3.3: Housing Needs and Jobs / Housing Assessment: We will examine data and issues pertaining to the age, mixture, and affordability of housing in Frederick and identify gaps in the local housing market. We will document the ratio of jobs to housing in Frederick and identify potential strategies to improve the jobs to housing balance in the community.

Task 3.4: Retail / Commercial Assessment: We will draw from the demographic analysis and growth buildout projections, as well as the housing needs assessment and research of the local and regional market, to complete a retail / commercial assessment for Frederick. This assessment will document areas of leakage and supply in different retail categories and identify the projected demand for retail and commercial space in the community over the next 5, 10, and 20 year time horizons. The assessment will examine the retail and commercial position of Frederick relative to other communities along the I-25 corridor and identify strategies to enhance this position in the local and regional market.

Task 3.5: Updating of Existing Conditions and Trends: Our team will compile the remaining components of Existing Conditions and Trends for Frederick, including information concerning:

- The Regional Context; Existing Land Use Patterns in Frederick;
- Existing Zoning;
- Existing conditions related to Transportation;
- Existing conditions related to parks and open space;
- Existing conditions related to recreation and tourism;
- Existing Land Uses and recent and potential changes in growth patterns;
- School District facilities;
- Community and public facilities and services, and identification of future needs;
- Water and Sewer infrastructure and identification of future needs;
- Geohazards, natural resources / habitat, soils, and wildfire hazards

These analyses will document the overall picture of where Frederick is today and outline key trends that suggest where Frederick is heading. The analyses will identify key needs of the community in the various frameworks identified above.

Task 3.6: Creation of Base Maps: Our team will create base maps for Frederick that will include the key data from the Existing Conditions and Trends analysis, for use in creating preliminary and final versions of the plan.

Deliverables of Task 3:

- Community Assessment document, summarizing the technical analyses outlined in Task 3, along with maps and graphics
- Housing Assessment document (to be integrated into the overall Community Assessment document)
- Relevant graphics and diagrams, included within the Community Assessment document

Task 4 – Existing Conditions (Downtown Plan)

Separate from the Community Assessment process outlined for Task 3, focusing on the entire Frederick community, we will complete a separate Existing Conditions report as a component of the Downtown Plan. This Existing Conditions report will document the current conditions and context of the Downtown area, pertaining to the following:

- Economic and market conditions (including vacancy and tenant information for the Downtown district, and the economic context of residential, retail, commercial, and other land uses in the Downtown district)
- Traffic and multimodal transportation conditions and context, including existing conditions and inventory of parking serving Downtown
- Infrastructure serving the Downtown district (water, sewer, dry utilities)
- Streetscape and Public Spaces, including parks and plazas (inventory of existing amenities and their condition in the Downtown area)
- Existing land uses and zoning in the Downtown area

Deliverables of Task 4:

- Existing Conditions chapter (to be included in the final Downtown Plan document), in draft and final versions

Task 5: Round One Community Engagement – Visioning and Idea Generation

During the first of the three major “rounds” of community engagement, our team will introduce the Comprehensive Plan and Downtown Plan process, gain input from community members on their vision for Frederick (including their vision for the overall community, and for Downtown) and explore and gather ideas for how to guide the growth and evolution of Frederick over the next few decades. As outlined in Task 2, we anticipate organizing the first round of community engagement into the following components:

- Conducting a series of booths and stations at community events or gathering places, to introduce the Comprehensive Plan and Downtown Plan process
- Online community surveys conducted to gain input concerning the vision for Frederick (overall) and for Downtown Frederick, what people like and don’t like in Frederick and the Downtown area, and ideas for how Frederick (and Downtown Frederick) should evolve over the next ten to twenty years
- Community workshop (conducted in-person and also provided virtually through Zoom) to introduce the project and how to get involved
- Pop-up outreach at local community gathering places (such as shopping centers school events, etc.)
- Meetings conducted with the youth of Frederick (with classes or student clubs)

Deliverables:

- Maps, graphics, and presentation boards for outreach at community events
- Presentations, including Powerpoint slides as needed, for community workshop (held in-person and online)
- Publicity materials to advertise the first round of community engagement (including flyers, banners, and related materials, for distribution around Frederick)

Task 6: Conceptual Alternatives and Approaches

Building from what was learned through the process to date, members of the RICK team will develop a series of diagrams and exhibits to outline potential key alternatives and approaches to address key issues in the Comprehensive Plan and the Downtown Plan. While the exact nature of alternatives presented will naturally evolve as the planning effort moves forward, we anticipate that our team would create key alternatives addressing the following topics:

- Alternatives for future land uses and development in Frederick and the surrounding area
- Alternative concepts or ideas for overall economic development
- Alternative concepts for housing opportunities, including discussion regarding potential housing policies and providing for attainable housing
- Alternative concepts for growth management
- Alternative concepts for Downtown Frederick, including potential options for Town-owned properties
- Alternatives related to any other key topics, based upon discussions with the Town and the Steering Committee

Deliverables:

- Maps, graphics, and diagrams illustrating alternative concepts, for presentation to Town staff, the Steering Committee, and the community

Task 7: Round Two Community Engagement: Review of Key Alternatives

During the second of the three major “rounds” of community engagement, our team will gather input from the community concerning a series of alternatives and concepts associated with the various elements to be included in the Comprehensive Plan and Downtown Plan. As outlined in Task 2, we anticipate organizing this second round of community engagement into the following components:

- Conducting a series of booths and stations at community events, to review the various alternatives and concepts
- Online community surveys conducted to gain input concerning the alternatives and concepts
- Community workshop (conducted in-person and virtually through Zoom) to review the alternatives and concepts and gain input from participants
- Pop-up outreach at local community gathering places (such as stores, restaurants, and other gathering places)
- Meetings conducted with the youth of Frederick (with classes or student clubs)

Deliverables:

- Maps, graphics, and presentation boards for outreach at community events
- Presentations, including Powerpoint slides as needed, for community workshop
- Publicity materials to advertise the first round of community engagement (including flyers, banners, and related materials, for distribution around Frederick)

Task 8: Creation of Preferred Plan Elements

Task 8.1: Creation of Preferred Concepts for the Comprehensive Plan: The Rick Planning + Design team will create preferred versions of the various elements of the Comprehensive Plan for Frederick, drawing from input to date from the public and the various stakeholders. The Preferred Plan will include the following components:

- Outline of projected future public facility and utility needs serving Frederick;
- Preferred Future Land Use Plan for Frederick and areas identified for future growth and potential expansion.
- Preferred strategies for enhancing the housing stock in Frederick to serve all sectors of the housing market, and to provide for attainable housing, using housing types that are appropriate for the area.

- Preferred strategy for transportation (drawing from the current transportation master plan)
- Preferred strategy for other infrastructure (schools, capital facilities, utilities)
- Additional elements of the preferred plan, based upon discussions with the Steering Committee and Town staff

Deliverables:

- Maps, graphics, and diagrams illustrating the preferred concepts, for presentation to Town staff, Steering Committee, and the community
- Written summary of the key elements of the preferred concepts (in memorandum format) for discussion with Town staff and Steering Committee

Task 8.2: Creation of Preferred Concepts for the Downtown Plan: The Rick Planning + Design team will create preferred versions of the various elements of the Downtown Plan for Frederick, drawing from input to date from the public and the various stakeholders. This effort will include the following components:

- Outline of future land uses and zoning for the Downtown area
- Outline of recommended enhancements to the streetscape and public realm in the Downtown district
- Recommended economic development strategies for the Downtown area
- Illustrative plan of the overall Downtown area, highlighting future development / redevelopment and key features envisioned for the Downtown area in the future;
- Recommended multimodal transportation improvements and features for the Downtown area
- Additional elements of the Downtown Plan, based upon discussions with the Steering Committee and Town staff

Deliverables:

- Maps, graphics, and diagrams illustrating the preferred concepts for Downtown Frederick, for presentation to Town staff, Steering Committee, and the community
- Written summary of the key elements of the preferred concepts for Downtown Frederick (in memorandum format) for discussion with Town staff and Steering Committee

Task 8.3: Creation of Draft Implementation Strategies: Our team will work with the Steering Committee and Town staff to create draft versions of Implementation Strategies, for both the Comprehensive Plan and the Downtown Plan. A summary of Implementation Strategies will be included within the Comprehensive Plan document and the Downtown Plan document, to organize action items by plan themes into a matrix.

Deliverable:

- Table outlining implementation strategy elements (for review by Town staff and Steering Committee). This content will later be integrated into the draft and final versions of the Comprehensive Plan document and the Downtown Plan document.

Task 9: Round Three Community Workshop: Review of Preferred Plan Elements

During the third and final round of community engagement, our team will gather input from the community concerning the various “preferred” elements of the Comprehensive Plan and Downtown Plan. This outreach will gather input from the community regarding the prioritization of the various elements in the two plans to create a final version of the Implementation sections of the Comprehensive Plan document and the Downtown Plan document that align with community preferences. We again anticipate organizing the final round of community engagement into the following components:

- Conducting a series of booths and stations at community events, to gather input on the preferred elements of the Comprehensive Plan and Downtown Plan

- Online community surveys conducted to gain input concerning the preferred elements of the Comprehensive Plan and Downtown Plan
- Community workshop (conducted online and through Zoom) to review the preferred elements and gather input on the elements of the Preferred Plan (for the Comprehensive Plan and Downtown Plan) and their prioritization.
- Pop-up outreach at local community gathering places (such as at shops, restaurants, etc.)
- Meetings conducted with the youth of Frederick (with classes or student clubs)

Deliverables:

- Maps, graphics, and presentation boards for outreach at community events
- Presentations, including Powerpoint slides as needed, and other graphic materials for community workshop (to be held in-person and also online through Zoom)
- Publicity materials to advertise the third round of community engagement (including flyers, banners, and related materials, for distribution around Frederick)

Task 10: Draft Version of Comprehensive Plan

Drawing from the information created and presented in preceding tasks, our team will create a draft version of the updated Comprehensive Plan document for Frederick. The draft document will include the following components:

- Summary of community and stakeholder engagement conducted during the planning effort
- Summary of findings from the Community Assessment
- The various sections of the Comprehensive Plan, including graphics, to address all components outlined in C.R.S. Section 31-23-206, including:
 - Future land uses
 - Existing conditions and growth projections
 - Transportation (drawing from the current transportation master plan)
 - Infrastructure (including schools, capital facilities, utilities, etc.)
 - Location and extent of an adequate and suitable supply of water (representing a water supply element with conservation policies)
 - Location of commercial mineral deposits
 - Geohazards, natural resources / habitat, soils, wildfire hazards
 - Recreation and tourism element
- Implementation strategies and actions for each element of the Comprehensive Plan
- An appendix will include the results of in-person and online community surveys
- All of the elements of the final plan will include various renderings, graphics, and other illustrative tools to convey the vision and intent of each plan

Deliverable:

- Draft copy of the Comprehensive Plan document

Task 11: Draft Version of Downtown Plan

Drawing from the information created and presented in preceding tasks, our team will create a draft version of the Downtown Plan document for Frederick. The draft document will include the following components:

- Summary of community and stakeholder engagement conducted during the planning effort
- The Existing Conditions chapter (previously completed, and updated as needed for the draft of the Downtown Plan)
- Vision chapter (outlining the vision for Downtown Frederick)

- Future Land Use, Development and Zoning chapter (including recommended zoning classifications for different portions of Downtown)
- Public Improvements, Design Standards, and Recommendations, including streetscape recommendations and diagrams, graphics, and exhibits outlining locations for civic gathering places and other key community facilities in Downtown
- Multimodal Transportation, including recommendations for parking improvements as well as improvements for bicycle and pedestrian movement in the Downtown district
- Infrastructure and Related Improvements
- Implementation strategies and actions for the Downtown Plan, including economic development strategies that align with the economic development recommendations included in the overall Comprehensive Plan
- An appendix will include the results of in-person and online community surveys
- An overall “illustrative” master plan graphic that captures the key takeaways from the Downtown Plan. This graphic, and the accompanying document, can be used to market Downtown Frederick to the broader region
- All of the elements of the final plan will include various renderings, graphics, and other illustrative tools to convey the vision and intent of the various sections of the Downtown Plan.

Deliverable:

- Draft copy of the Downtown Plan document

Task 12: Finalizing the Comprehensive Plan and Downtown Plan Documents

Task 12.1: Work session with Planning Commission and Board of Trustees to Review Draft Comprehensive Plan Document and Draft Downtown Plan Document

We will work with Town staff to conduct a worksession (or study session) with the Board of Trustees and Planning Commission (assembled together) to review the various components of the draft version of the Comprehensive Plan and the draft version of the Downtown Plan and to obtain detailed input and edits from these bodies, prior to finalizing the plan documents.

Deliverable:

- Powerpoint presentation and supporting materials (including copies of the Draft Comprehensive Plan and Draft Downtown Plan) to facilitate worksession with Planning Commission and Board of Trustees

Task 12.2: Final Versions of Comprehensive Plan and Downtown Plan

Drawing from input from the Board of Trustees and the Planning Commission, as well as input from Town staff, we will produce a final version of the Comprehensive Plan document and a final version of the Downtown Plan document.

Deliverables:

- Final Comprehensive Plan document (pdf, and copy of Indesign file)
- Final Downtown Plan document (pdf, and copy of Indesign file)
- One-page infographic that explains the high-level tenets of each plan. This deliverable should serve as a quick, graphically rich reference page that explains the “why” of this project without having to read entire plan.
- CAD and GIS data pertaining to the Comprehensive Plan and Downtown Plan will be provided to the Town of Frederick for all maps created, using the Town of Frederick’s CAD / GIS standards document (which currently follow ArcMap 10.8.1).

Frederick Comprehensive Plan and Downtown Plan		
Budget with Contingencies - Exhibit B		
Total Budget (inclusive of Reimbursable Expenses)		\$395,475
Contingency Amount (Above Total Budget Amount)		\$39,500
Breakdown of Potential Items for Contingency		
Item	Description	
Additional Community Event	Participation by two RICK team members in a community event, length of 3 hours, plus set up and tear down time. Include one half of travel time, prep time, and summarizing input from the event. Assumes a booth (a 10 x 10 tent with tables and exhibits), along with collateral used to facilitate outreach. Assumes the use of existing diagrams and drawings / exhibits from a round of community outreach, at an additional community event for outreach. Expenses to include printing, use of incentives, mileage.	\$3,200 labor plus \$600 expenses
Additional Online Open House	Participation by three RICK team members in an online, facilitated open house of 1.5 hours in length. Includes time setting up online meeting, debriefing and summarizing notes from online meeting. Assumes this will not involve the production of new content for presentation at the online open house. Instead, assumes the use of existing materials at a bonus online open house meeting.	\$3,900 labor
Briefing with a Board or Commission	Participation by RICK project manager at a briefing of up to 1.5 hour with a Board or Commission in Frederick, to update them on the plan progress. Includes time preparing powerpoint for presentation, coordination with Town staff, debrief from the meeting, and one half of travel time. Assumes mileage expense.	\$1,100 labor plus \$35.00 mileage
Additional Renderings or Graphics		TBD

**Frederick Comprehensive Plan and Downtown Plan
Draft Schedule - 9/16/22**

[illegible]

August 25, 2023

**Town of Frederick
Parks and Open Space Department**

Colby Johnson
Parks and Open Space Director
7301 Eagle Boulevard
Frederick, CO 80504

RICK
ENGINEERING COMPANY

8678 Concord Center Dr.
Unit 200
Englewood, CO 80112
t: 303.537.8020
w: rickengineering.com

RE: Proposal to Provide Conceptual Design Services for Crist Park

Dear Mr. Johnson

The re-design of Crist Park will be a significant addition to the Town of Frederick, benefiting both its residents and the surrounding region. The Town will need a team of landscape architects and design professionals experienced with regional, community and historical parks to assist with realizing these improvements. Having provided these services to the Front Range as well as other regions of the Western United States, RICK Engineering Company (RICK) is that team. We can help create the outdoor spaces that will allow the Town to further commit to expanding recreational opportunities and reinforce the Town's dedication to providing safe parks that suit the needs of the community members using innovative and sustainable solutions. This re-design will build upon the momentum generated through the new Downtown Plan to create a signature amenity for the entire Frederick community.

This endeavor will require dedicated leadership from both the Town's stakeholders and the RICK design team. **Our services are rooted in a passionate commitment to the principles of shared decision-making and thoughtful design integration.** Our professional careers are founded on the joy we take in helping communities create environments that allow them to accomplish their creative dreams and fulfill their potential for meaningful outdoor spaces.

Our Landscape Architecture, Planning and Engineering team brings relevant park design and construction experience to the Town of Frederick. We pride ourselves in bringing together these specialties under one corporate roof. Our team includes well-established design professionals with extensive experience in the development of recreational facilities.

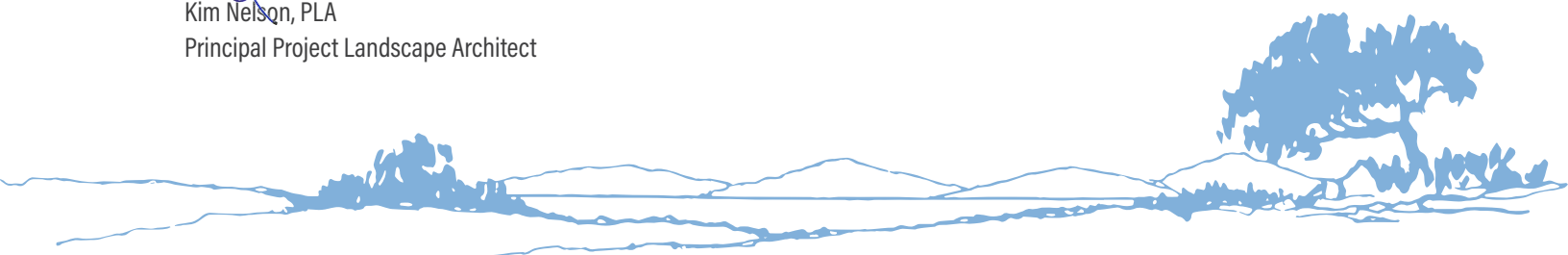
We will collaborate with the Town to deliver schematic design alternatives, a final concept plan, and graphic exhibits that describe the design intent. This Concept Design will successfully combine thoughtful design and cutting-edge engineering solutions. Together we will create park facilities that reflect the Town's spirit of providing healthy, safe, and active recreational spaces for people to enjoy.

The RICK Team is pleased to submit our proposal. We can enter into an addendum with the Town of Frederick for the Comprehensive Plan and Downtown Plan under the terms and conditions of our existing contract as requested. Should you have any questions during the review of this proposal, please use my personal contact number, 303.403.2430 / ksnelson@rickengineering.com or Britt Palmberg at 720.985.9807 / bpalmberg@rickengineering.com.

Respectfully Submitted,



Kim Nelson, PLA
Principal Project Landscape Architect



RICK Engineering Company's

Statement of Qualifications Proposal Response includes:

A. Statement of Understanding

A statement reflecting the individual's or firm's understanding of the scope of the issues to be addressed

B. Proposed Approach

An outline of the proposed approach to address the Town's requirements

C. Fee Proposal

A fee proposal including all fees, reimbursable expenses and costs to provide the services described in this proposal.

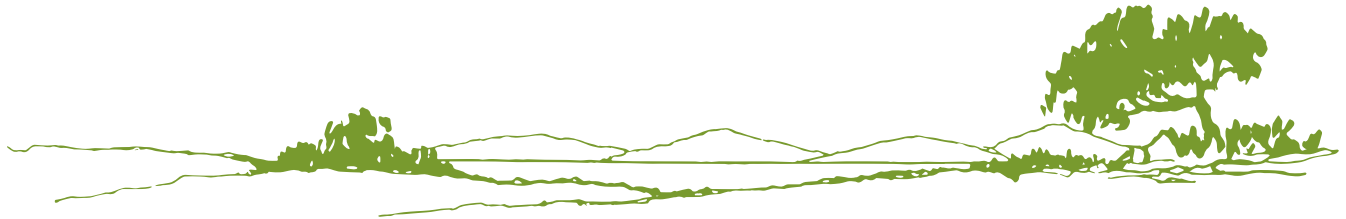


8678 Concord Center Dr,
Unit 200
Englewood, CO 80112
t: 303.537.8020
w: rickengineering.com



A well planned and designed park

is more than just a cultivated plot of land. It's a place where community members can gather to imagine, explore, play and enjoy the outdoors.



Situated in the heart of downtown Frederick, Crist Park, is a Historic Town Park. The update of this park will provide new potential amenities including; additional gathering areas, an amphitheater, playground, natural walking paths, splash pad, etc. The park also includes the historic Town Hall building that will be incorporated into the design.

The importance of this vision will be clearly demonstrated in the programing elements of the Schematic and Final Concept plans. Health, safety, connectivity, wellness, community gathering, and play will be the results of the park improvements and the creation of recreational opportunities. These proposed improvements set a building block of what can be accomplished as part of a bigger and forward-thinking approach. Our RICK team members bring not only the relevant experience and approach; we are able to provide unique skills and knowledge for this significant project.

What the RICK Team Brings

TO THE CRIST PARK PROJECT

- Demonstrated Competence, Professional Qualifications
- Understanding of design consistent with a park located in an active downtown
- History of meeting and exceeding schedules
- Partnerships that are the result of active listening, utilizing the right communication tools, and achieving your project goals
- Pride in building facilities that meet the needs of all community members utilizing ADA resources
- Sustainability practices such as; water efficient landscape, environmentally conscious lighting, pervious surfaces
- Preserving the existing trees and complementing them with additional plantings
- Stormwater experts that will analyze drainage and explore opportunities to intergrate stormwater elements into the park design



RICK Brings the Town of Frederick

THE RIGHT RESOURCES, EXPERIENCE, AND TEAM

Kim Nelson's extensive and innovative experience brings the focus that a project of this magnitude needs. Kim has a strong connection with the Town of Frederick, where she served as a Town planner in the past. Additionally, Jared Gorby and Rhonda Martinek have a strong relationship working together delivering successful projects. Britt Palmberg, our Community Planner, is currently working with the Town of Frederick on the Comprehensive Plan and Downtown Plan and has a strong relationship with the Town. This core team will work closely with Town staff to arrive at a successful and thoughtful Conceptual Plan for Crist Park.

Kristopher Carlstedt, one of our civil engineers, will assist our team with evaluating stormwater requirements and how this will affect the Concept Plan. Kris is well versed with infrastructure and civil engineering needs in the Front Range region.

This project will involve management from the RICK Team's Project Manager, Kim Nelson. Our management approach is based on years of successful projects and experience with similar contracts with public agencies. Our approach serves as a road map to make sure that tasks are delivered on time and within budget.

The approach is based on three elements:

- **Quality Assurance / Quality Control Procedures**
- **Project Budget, Scope & Schedule**
- **Interaction with Client & Stakeholders**



a. Statement of Understanding

THE PEOPLE, PROCESSES, AND TOOLS USED TO **Deliver the Town and Community an Enhanced Park**

RICK believes design elements can be exciting and still be cost effective. It is essential that the project be initiated by establishing a clear Budget, Scope, and Schedule to ensure an on-time and within budget completion of this effort. Our experience working on similar community and regional parks has informed our thoroughness and attention to detail.

We place a high value on technical and design research and understanding the nature of materiality and landscape systems for more enduring projects with lower maintenance costs and greater security. Our RICK Team will bring our proven track record of successfully built park projects, our respect for listening to the client, our commitment to providing well-coordinated documents, and our dedication to assisting in further developing Crist Park for the Town of Frederick.

To maintain the schedule, we recommend a kick-off meeting with the Town staff to further develop the schedule, identifying specific dates and design elements. The final schedules prepared for this response will be based on the Town's needs and our previous experience. This project initiation phase will set the management protocols for a clear and smooth process.

We will establish shared goals and the team approach. We understand the approval processes as required by the Town. The RICK Team has many years of experience, and is committed to delivering the desired enhancements to Crist Park, while guiding and providing the information needed to make appropriate project decisions.



The vision of a contemporary, welcoming, and safe park will be clearly demonstrated in the programing elements of the Schematic and Concept Plans for Crist Park. The voice of the community often establishes the foundations of improvements, which in turn become part of a bigger and forward-thinking approach. RICK and our project team bring not only the relevant experience and approach; we are able to provide unique skills and knowledge for this significant project. The revitalization of Crist Park for the Town of Frederick will be executed over the course of the project and we have outlined our tasks in the following section.

○ TASK 1.0 INITIAL PLANNING PHASE

● TASK 1.1 PROJECT MANAGEMENT/ MEETINGS

RICK will be the team leader of the project and will serve as the direct contact with the Town.

The tasks we will perform as team leader include:

- Team Kick-off meeting on site with the Town of Frederick staff.
- Preparation of schedule.
- Identify key tasks, milestones, deliverables & approvals.
- Cost Control.
- QA/QC Coordination.

● TASK 1.2 SITE INVENTORY AND ANALYSIS

RICK and the design team will conduct site inventory and analysis for the park and program refinement processes.

This task will include:

- Attend on-site meeting.
- Review existing concept plans for relevant visioning, planning and design precedents.
- Review existing park documents.
- Review adjacent properties for edge conditions.

○ TASK 2.0 Conceptual Plan (20%)**● TASK 2.1 CONCEPTUAL PLAN**

As project inventory and analysis is finalized, RICK will prepare two (2) Schematic Plan alternatives based on the analysis and discussions with the Town staff. These two (2) alternatives will be presented to the Parks, Open Space and Trails Commission for discussion and input for the refinement of the selected alternative to create the Final Concept Plan. Based on the Town's selection of an alternative along with additional input a Conceptual Plan will be prepared. This task of work will refine the design direction for the optimal relationship between the program elements requested by the Town and existing site elements.

Two (2) alternative Schematic Plans will be developed for review by the Town staff and Parks, Open Sapce and Trails Commission . One (1) plan will be developed into a Final Concept Plan.

Schematic Master Plan alternatives will consider the following:

- Circulation patterns.
- Universal access components (ADA).
- Seating areas.
- Shade elements.
- Safety and security enhancements.
- Ease of maintenance.
- Gathering areas.
- Playground.
- Splash Pad.
- Amphitheater.
- Use of plant materials.
- Lighting design concepts.

Conceptual Layout for Drainage, Water Quality, Detention:

- » **During the schematic design phase,** water quality BMPs in combination with the drainage features will be incorporated into the Master Plan. The water quality and drainage features will be evaluated per the requirements of the Town of Frederick Engineering Standards as well as innovative solutions.

DELIVERABLES:

- Two (2) draft Schematic Plans and one (1) Final Concept Plan. This phase will include the development of an Opinion of Probable Cost.

● TASK 2.2 COMMUNITY OUTREACH

RICK will assist in and present the selected Schematic Plan to the community and identified stakeholders. RICK will support the Town with one community workshop that will potentially coincide with Comprehensive Plan and Downtown Plan (during the Schematic phase).

We will strategize with Town staff for the best time and venue and consider the following opportunities:

- Identify stakeholders, community members and residents for the community outreach meeting.
- Identify goals of community outreach.
- Refine Schematic plan, exhibits, and support materials to be presented at the community outreach meeting. Support material includes agenda, sign in sheets, flyers, etc. for engagement with the community.
- Summarize community feedback for the Town.

● TASK 2.3 TOWN PARKS, OPEN SPACE AND TRAILS COMMISSION

- Prepare illustrations and graphics for presentation at the Town Parks, Open Space and Trails Commission.
- RICK team members will present the Design Alternatives to the Commission for discussion and input.
- The Commission will aid in selection of an Alternative to move forward with Final Concept Plan.

● TASK 2.4 TOWN BOARD PRESENTATION

- Prepare illustrations and graphics for presentation at the Town Board.
- RICK team members will present the final Concept Plan to the Town Board for Input.



CRIST PARK MASTER PLAN

CONCEPTUAL PLAN 20%

SITE EVALUATION
2 SCHEMATIC DESIGN ALTERNATIVES
GRAPHIC ILLUSTRATIONS
PARKS, OPEN SPACE, AND TRAILS COMMISSION MEETING
COMMUNITY MEETING
CONCEPTUAL PLAN- 20%
EXPENSES

TOTAL

\$24,480.00

* If preparation and approval of Final Conceptual Plan continues into 2024 additional appropriation of funds may be required in 2024.

Upon approval of the Concept Plan by the Town, a subsequent proposal for Final Design Development and Construction Documents will be prepared. This proposal will be based on intended completion of these plans in the 2024 calendar year.

