



City-County Consolidated Parks Board Meeting Agenda



August 2, 2023 – 11:30 AM

City-County Building 316 N Park Ave. Room 426

Zoom meeting link: <https://us06web.zoom.us/j/95886198508>

Call to Order and Roll Call

Approval of the Minutes

June 7, 2023

https://us06web.zoom.us/rec/share/4CNl0p_Jwh6ihZTk26a6aZ1jwAYq4pcrZfu7uehgXKv2Zf0dH9KloEJESvTgFEQQ.xOU3Siu9UpLCZWij

Public Comment (Items pertaining to this agenda)

Unfinished Business

- A. Letter of support of the “Big Sky Blue” a Great Northern Railroad caboose addition to Beattie Park
- B. Public Comment

New Business

- A. Poor Farm Cemetery discussion presented by the City-County Heritage Tourism Council
- B. Northwest Park Softball Fields renaming proposal presented by Amanda Casey
- C. Northstar Park Masterplan RFP presented by County Community Development staff team Angie Hubbard and Lindsay Morgan
- D. Public Comment

Staff Reports

- A. City Staff
- B. County Staff

Member Reports

- A. City Commission Report
- B. County Commission Report
- C. Helena School District Report

Public Comment (Items not on the agenda)

Member Announcements / Proposals for Next Agenda (September 6, 2023)

Adjournment

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The City of Helena and Lewis and Clark County are committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City and County will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City and County services, programs, or activities.

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DRAFT SCOPE OF SERVICES FOR NORTH STAR PARK MASTER PLAN RFP

Scope of Services

This Project consists of professional services to prepare a Master Plan for North Star Park. The County anticipates that this Plan will be completed with four main tasks:

- Task 1: Public Outreach Prior to Design and Site Planning
- Task 2: Design and Site Planning
- Task 3: Public Outreach Post Design and Site Planning
- Task 4: Final Site Plan (Master Plan)

Proposals shall contain a detailed event timeline with a specific approach, methodology, and benchmarks. The four main tasks are described in more detail below.

Task 1: Public Outreach Prior to Design and Site Planning

Task 1 will consist of initial outreach efforts to the general public and specific stakeholder groups [City-County Parks Board, County Public Works Department, North Star Homeowner's Association, and North Valley Park Alliance] to identify topics and issues of concern that should be addressed in the North Star Park Master Plan. The County currently anticipates holding up to four stakeholder group meetings and one public meeting, and facilitating a survey of both the general public and any interested parties before commencing Task 2: Design and Site Planning. Upon request by the County, the Consultant, using design deliverables prepared for Task 2, will prepare materials and presentations for public distribution, which may include Power Point presentations, web content, display boards, posters/flyers, brochures, and other materials as needed. Information from Task 1 will be summarized by the consultant in a written report and presented to Planning staff for review, edits, and comment. Following final edits, the consultant will deliver and present the report to the Parks Board. This summary report shall also be published on the Project website.

Task 2: Design and Site Planning

Task 2 will consist of design and site planning services, and will rely on information gathered in Task 1 to inform and design the Park Master Plan. Site planning services shall include detailed site configurations that incorporate parking, landscaping, open areas, sports fields, playgrounds, trails, and any buildings, and must include the location, height, dimensions, and setbacks for all structures/buildings. In addition, Task 2 must incorporate water conservation into the design, as water availability is limited in this area. Information from Task 2 will be summarized by the consultant in a written report that includes at least two DRAFT Site Plan scenarios for the Park Master Plan and presented to Planning staff for review, edits, and comment. Following final edits, the consultant will deliver and present the report to the Parks Board and County Commission. This summary report shall also be published on the Project website.

For Task 2, the Consultant shall also review existing zoning for the Park, the Lewis and Clark County Growth Policy and its addendum Helena Valley Area Plan – Update, and the Lewis and Clark County Public Works Manual.

Task 3: Public Outreach Post Design and Site Planning

Task 3 will consist of public outreach efforts regarding the DRAFT Site Plan scenarios for the Park Master Plan. The consultant will be responsible for conducting this public outreach, facilitating a public comment period, and identifying how public comments have been addressed. Upon request by the County, the Consultant, using design deliverables prepared for Task 2, will prepare materials and presentations for public distribution, which may include Power Point presentations, web content, display boards, posters/flyers, brochures, and other materials as needed. Information from Task 3 will be summarized by the consultant in a written report and presented to Planning staff for review, edits, and comment. Following final edits, the consultant will deliver and present the report to the Parks Board. This summary report shall also be published on the Project website.

Task 4: Final Site Plan (Master Plan)

Task 4 will consist of preparation of the final DRAFT Site Plan based on the initial scenarios and feedback from public meetings, County agencies, elected officials, key stakeholders, and community groups and approval of the final Site Plan (Master Plan). The consultant shall prepare and present the final DRAFT Site Plan to Planning staff for review, edits, and approval. Delivery of the final DRAFT Site Plan shall include:

1. Digital/editable Word Document.
2. Digital/editable PDF Document.
3. Editable GIS data/maps/images/diagrams.
4. 25 hard copies in an 8.5 x 11 format with extendable maps and diagrams.

The consultant shall make a presentation(s) of the final DRAFT Site Plan to the Parks Board and County Commission, and hold a public hearing before the County Commission regarding approval of the final Site Plan (Master Plan). Following approval, the consultant shall deliver the final Site Plan (Master Plan) in the following formats:

1. Digital/editable Word Document.
2. Digital/editable PDF Document.
3. Editable GIS data/maps/images/diagrams.
4. 25 hard copies in an 8.5 x 11 format with extendable maps and diagrams.

Additional Project Specifications

Design of the Master Plan must include the production of high-quality illustrations and graphics for all Tasks, along with the preparation and production of high-quality public outreach materials. The Consultant must also lead the public and stakeholder engagement processes with support from Planning staff. The County expects public engagement and outreach to take place through a combination of traditional public meetings, facilitated discussions with small groups, and internet-based engagement mechanisms (e.g., online surveys, website, etc.). Bi-weekly conference calls or video conferences are anticipated to be conducted between Planning staff and the consultant as well.

Project Duration

The selected Offeror should expect the Project to conclude by _____.