



August 4, 2015

Lisa Loukkala
Project Coordinator
Parks and Recreation, City of Duluth
12 East Fourth Street
Duluth, MN 55805

Re: Cross City Trail Master Plan – Additional Services

Dear Lisa,

Thank you for the opportunity to provide additional services for the Cross City Trail Master Plan. Given the long planning history of the Cross City Trail the addition of a Citizens Advisory Committee has the potential to bring many benefits including the development of project champions, greater community understanding of project goals and rationale for decision making, and an additional venue for community participation. We will work with City Staff to identify 5-10 advisory committee members who will meet three times during the process. Members could include representation from the River Corridor Coalition, representation from neighborhood groups, business leaders, a representative from the Parks and Recreation Board, a City Council representative, and others as appropriate. It is expected that Advisory Committee Members will act as project ambassadors and will participate in community meetings. The potential advisory committee meetings are added to the original scope in **RED**.

PHASE AND SCHEDULE
TASK 1. ORGANIZE THE EFFORT (MAY-JULY 2015) <ol style="list-style-type: none">1. Facilitate kick-off meeting with City staff (Parks and Recreation, Planning, Engineering, and Maintenance Operations) and tour (Trip #1)2. Acquire Data and background information acquisition (route and bridge evaluations, MLCCS, Topo, Ownership, Streams, MCBS, other concurrent trail planning projects, trestle and tunnel information, demographic info, trends influencing demand, planning and engineering studies, etc.)3. Summarize background information4. Prepare project introduction presentation for City staff use in introducing the project to City Council, Parks and Recreation Commission, other city commissions, and user groups5. Prepare base and existing conditions mapping
TASK 2. UNDERSTAND WHAT EXISTS (JULY – AUGUST 2015) <ol style="list-style-type: none">1. Prepare corridor context map to understand desired uses within the context of the regional and city-wide trail networks2. Prepare issues and opportunities summary covering existing trails, ownership, existing natural, water, and cultural resources, as well as creek and road crossings (summary will be a combination of text and graphic maps)3. Summarize general demographic, recreation, and tourism trends influencing future trail demand4. Identify potential areas for parallel trails for secondary uses (i.e. single track mountain biking, horseback

<p>riding)</p> <ol style="list-style-type: none"> Facilitate workshop with City staff and other potential agency partners to review existing conditions and issues, finalize approach to alignment options between Heritage Sports Complex and 63rd Avenue West, as well as identify opportunities and preliminary trail program & facility needs <i>(Trip #2- Scheduled for August 13)</i> Conduct a Citizens Advisory Committee Meeting #1: introduce the project, refine vision, develop guiding principles, and review initial alignment analysis. (Late August – potentially Aug 19)
<p>TASK 3. EXPLORE THE ALTERNATIVES (AUGUST - SEPTEMBER 2015)</p> <ol style="list-style-type: none"> For full cross city trail, identify corridor program elements, facility needs, bridge needs, habitat preservation areas, water quality zones, storm water infiltration zones, trail connections and trail surface types and uses for the main multi-use trail Assess and illustrate alternatives where route options or opportunities for parallel trails for secondary uses exist Facilitate Community Open House #1 to introduce project, and receive input on issues and opportunities and alternatives <i>(Trip #3 – tentatively scheduled for September 17, CAC would be expected to participate)</i> Package open house information into a summary presentation for staff use in updating City Council, Park and Recreation Commission, and other groups as needed Conduct Citizens Advisory Committee Meeting #2: review community input and finalize preferred alignment, program (trail uses & surface, opportunities for parallel trails, etc.)
<p>TASK 4. DRAFT MASTER PLAN (SEPTEMBER 2015-OCTOBER 2015)</p> <ol style="list-style-type: none"> Prepare development master plan. Content will include overall project map(s) Identify land protection needs Prepare ecological stewardship plan Prepare research plan Prepare Draft Master Plan document that assembles all materials generated as part of the effort into a cohesive package. Content will include all sections as required for master plans for Greater Minnesota Regional Trails: <ul style="list-style-type: none"> Chapter 1 – Introduction and Regional Context Chapter 2 - Existing Conditions (physical and natural resource) Chapter 3 - The Plan (development, ecological stewardship, research) Chapter 4 - Implementation (phasing/priorities, management, sustainability plan, and cost estimates for capital development, programming, operations and maintenance, and ecological sustainability) Meeting with City Staff – Review Draft Master Plan <i>(On-Line Go To Meeting)</i> Conduct Citizens Advisory Committee Meeting #3: Review and input on Draft Master Plan recommendations
<p>TASK 5. FINAL MASTER PLAN AND APPROVALS (OCTOBER-DECEMBER 2015)</p> <ol style="list-style-type: none"> Facilitate Community Open House #2 to Review Draft Master Plan <i>(Trip #4)</i> Package open house information into a summary presentation for staff use in updating City Council, Park and Recreation Commission, and other groups as needed Master Plan Revisions

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| <ol style="list-style-type: none">4. Present to the Parks and Recreation Commission (City Staff)5. Presentation to City Council (City Staff) |
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CITY RESPONSIBILITIES

Our fee and process is based on the following City responsibilities:

- Assemble Citizens Advisory Group
- All meeting notification, meeting space reservation, and distribution of materials to CAC
- Participation in CAC meetings

FEE ESTIMATE

HKGi will facilitate 3 Citizens Advisory Committee Meetings based on hourly fees for an estimated \$14,000. This cost includes all coordination with staff, organizing and facilitating three additional public meetings (developing the presentation, presentation boards, handouts, agendas, and meeting summaries), incorporating additional evaluations and assessments from these meetings into the plan at each stage, and concluding the Mini-Master Plan process. The cost also includes expenses (travel, mileage, plotting/printing).

Sincerely,



Bryan Harjes, Vice President
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SIGNATURE OF ACCEPTANCE: City of Duluth, MN

By: _____ Title: _____

Date: _____