

**AGREEMENT FOR PROFESSIONAL SERVICES  
BY AND BETWEEN**

**CONFLUENCE  
AND  
CITY OF DULUTH**

THIS AGREEMENT, effective as of the date of attestation by the City Clerk (the “Effective Date”), by and between the City of Duluth, hereinafter referred to as City, and Confluence located at 530 North 3<sup>rd</sup> St., Suite 120, Minneapolis, MN 55401 hereinafter referred to as Consultant for the purpose of rendering services to the City.

WHEREAS, the City has requested management and master planning services for the Duluth Traverse Trail System, (the “Project”); and

WHEREAS, Consultant has represented itself as qualified and willing to perform the services required by the City; and

WHEREAS, Consultant submitted a proposal to provide services for the Project (the “Proposal”), a copy of which is attached hereto as Exhibit A; and

WHEREAS, the City desires to utilize Consultant’s professional services for the Project;

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the parties hereto agree as follows:

I. Services

Consultant will provide services related to the Project as described in Consultant’s Proposal (the “Services”). Consultant agrees that it will provide its services at the direction of the Director of Public Administration (“Director”). In the event of a conflict between the Proposal and this Agreement, the terms and conditions of this Agreement shall be deemed controlling.

II. Fees

It is agreed between the parties that Consultant’s maximum fee for the Project and Services shall not exceed the sum of Sixty-Two Thousand Nine Hundred Twelve and 00/100th dollars (\$62,912.00)] inclusive of all travel and other expenses associated with the Project, payable from Fund 205-130-1220-5530; Resolution No. 16-0895R passed on December 12, 2016. All invoices for services rendered shall be submitted monthly to the attention of the Director. Payment of expenses is subject to the City’s receipt of reasonable substantiation/back-up supporting such expenses.

III. General Terms and Conditions

1. Amendments

Any alterations, variations, modifications or waivers of terms of this Agreement shall be binding upon the City and Consultant only upon being reduced to writing and signed by a duly authorized representative of each party.

2. Assignment

Consultant represents that it will utilize only its own personnel in the performance of the services set forth herein; and further agrees that it will neither assign, transfer or subcontract any rights or obligations under this Agreement without prior written consent of the City. The Primary Consultant(s) assigned to this project will be Terry Minarik (the "Primary Consultant"). The Primary Consultant shall be responsible for the delivery of professional services required by this Agreement and, except as expressly agreed in writing by the City in its sole discretion, the City is not obligated to accept the services of any other employee or agent of Consultant in substitution of the Primary Consultant. The foregoing sentence shall not preclude other employees of Consultant from providing support to the Primary Consultant in connection with Consultant's obligations hereunder.

3. Data and Confidentiality, Records and Inspection

- a. The City agrees that it will make available all pertinent information, data and records under its control for Consultant to use in the performance of this Agreement, or assist Consultant wherever possible to obtain such records, data and information.
- b. All reports, data, information, documentation and material given to or prepared by Consultant pursuant to this Agreement will be confidential and will not be released by Consultant without prior authorization from the City.
- c. Consultant agrees that all work created by Consultant for the City is a "work made for hire" and that the City shall own all right, title, and interest in and to the work, including the entire copyright in the work ("City Property"). Consultant further agrees that to the extent the work is not a "work made for hire" Consultant will assign to City ownership of all right, title and interest in and to the work, including ownership of the entire copyright in the work. Consultant agrees to execute, at no cost to City, all documents necessary for City to perfect its ownership of the entire copyright in the work. Consultant represents and warrants that the work created or prepared by Consultant will be original and will not infringe upon the rights of any third party, and Consultant further represents that the work will not have been previously assigned, licensed or otherwise encumbered.
- d. Records shall be maintained by Consultant in accordance with requirements

prescribed by the City and with respect to all matters covered by this Agreement. Such records shall be maintained for a period of six (6) years after receipt of final payment under this Agreement.

- e. Consultant will ensure that all costs shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible.
- f. Consultant shall be responsible for furnishing to the City records, data and information as the City may require pertaining to matters covered by this Agreement.
- g. Consultant shall ensure that at any time during normal business hours and as often as the City may deem necessary, there shall be made available to the City for examination, all of its records with respect to all matters covered by this Agreement. Consultant will also permit the City to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement.

4. Consultant Representation and Warranties

Consultant represents and warrants that:

- a. Consultant and all personnel to be provided by it hereunder has sufficient training and experience to perform the duties set forth herein and are in good standing with all applicable licensing requirements.
- b. Consultant and all personnel provided by it hereunder shall perform their respective duties in a professional and diligent manner in the best interests of the City and in accordance with the then current generally accepted standards of the profession for the provisions of services of this type.
- c. Consultant has complied or will comply with all legal requirements applicable to it with respect to this Agreement. Consultant will observe all applicable laws, regulations, ordinances and orders of the United States, State of Minnesota and agencies and political subdivisions thereof.
- d. The execution and delivery of this Agreement and the consummation of the transactions herein contemplated do not and will not conflict with, or constitute a breach of or a default under, any agreement to which the Consultant is a party or by which it is bound, or result in the creation or imposition of any lien, charge

or encumbrance of any nature upon any of the property or assets of the Consultant contrary to the terms of any instrument or agreement.

- e. There is no litigation pending or to the best of the Consultant's knowledge threatened against the Consultant affecting its ability to carry out the terms of this Agreement or to carry out the terms and conditions of any other matter materially affecting the ability of the Consultant to perform its obligations hereunder.
- f. The Consultant will not, without the prior written consent of the City, enter into any agreement or other commitment the performance of which would constitute a breach of any of the terms, conditions, provisions, representations, warranties and/or covenants contained in this Agreement.

5. Agreement Period

The term of this Agreement shall commence on the Effective Date and performance shall be completed by December 31, 2017, unless terminated earlier as provided for herein.

Either party may, by giving written notice, specifying the effective date thereof, terminate this Agreement in whole or in part without cause. In the event of termination, all property and finished or unfinished documents and other writings prepared by Consultant under this Agreement shall become the property of the City and Consultant shall promptly deliver the same to the City. Consultant shall be entitled to compensation for services properly performed by it to the date of termination of this Agreement. In the event of termination due to breach by Consultant, the City shall retain all other remedies available to it, and the City shall be relieved from payment of any fees in respect of the services of Consultant which gave rise to such breach.

6. Independent Contractor

- a. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting Consultant as an agent, representative or employee of the City for any purpose or in any manner whatsoever. The parties do not intend to create any third party beneficiary of this Agreement. Consultant and its employees shall not be considered employees of the City, and any and all claims that may or might arise under the Worker's Compensation Act of the State of Minnesota on behalf of Consultant's employees while so engaged, and any and all claims whatsoever on behalf of Consultant's employees arising out of employment shall in no way be the

responsibility of City. Except for compensation provided in Section II of this Agreement, Consultant's employees shall not be entitled to any compensation or rights or benefits of any kind whatsoever from City, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Worker's Compensation, Unemployment Insurance, disability or severance pay and P.E.R.A. Further, City shall in no way be responsible to defend, indemnify or save harmless Consultant from liability or judgments arising out of Consultant's intentional or negligent acts or omissions of Consultant or its employees while performing the work specified by this Agreement.

- b. The parties do not intend by this Agreement to create a joint venture or joint enterprise, and expressly waive any right to claim such status in any dispute arising out of this Agreement.
- c. Consultant expressly waives any right to claim any immunity provided for in Minnesota Statutes Chapter 466 or pursuant to the official immunity doctrine.

7. Indemnity

To the extent allowed by law, Consultant shall defend, indemnify and hold City and its employees, officers, and agents harmless from and against any and all cost or expenses, claims or liabilities, including but not limited to, reasonable attorneys' fees and expenses in connection with any claims resulting from the Consultant's a) breach of this agreement or b) its negligence or misconduct or that of its agents or contractors in performing the Services hereunder or c) any claims arising in connection with Consultant's employees or contractors, or d) the use of any materials supplied by the Consultant to the City unless such material was modified by City and such modification is the cause of such claim. This Section shall survive the termination of this Agreement for any reason.

8. Insurance

Consultant shall obtain and maintain for the Term of this Agreement the following minimum amounts of insurance from insurance companies authorized to do business in the State of Minnesota.

- a. Public Liability and Automobile Liability Insurance with limits not less than **\$1,500,000** Single Limit, shall be in a company approved by the city of Duluth; and shall provide for the following: Liability for Premises, Operations, Completed Operations, and Contractual Liability. **City of Duluth shall be named as Additional Insured by endorsement** under the Public Liability and Automobile Liability, or as an alternate, Consultant may provide Owners-Contractors Protective policy, naming himself and City of Duluth. **Upon**

**execution of this Agreement**, Consultant shall provide Certificate of Insurance evidencing such coverage with 30-days' notice of cancellation, non-renewal or material change provisions included.

- b. Professional Liability Insurance in an amount not less than \$1,500,000 Single Limit; provided further that in the event the professional malpractice insurance is in the form of "claims made," insurance, 60 days' notice prior to any cancellation or modification shall be required; and in such event, Consultant agrees to provide the City with either evidence of new insurance coverage conforming to the provisions of this paragraph which will provide unbroken protection to the City, or, in the alternative, to purchase at its cost, extended coverage under the old policy for the period the state of repose runs; the protection to be provided by said "claims made" insurance shall remain in place until the running of the statute of repose for claims related to this Agreement.
- c. Consultant shall also provide evidence of Statutory Minnesota Workers' Compensation Insurance.
- d. A certificate showing continued maintenance of such insurance shall be on file with the City during the term of this Agreement.
- e. The City of Duluth does not represent or guarantee that these types or limits of coverage are adequate to protect the Consultant's interests and liabilities.

9. Notices

Unless otherwise expressly provided herein, any notice or other communication required or given shall be in writing and shall be effective for any purpose if served, with delivery or postage costs prepaid, by nationally recognized commercial overnight delivery service or by registered or certified mail, return receipt requested, to the following addresses:

**City:** City of Duluth  
411 W First Street  
City Hall Room #  
Duluth MN 55802  
Attn: Director

**Consultant:** Confluence  
530 North 3<sup>rd</sup> Street, Suite 120  
Minneapolis, MN 55401

Attn: Terry Minarik

10. Civil Rights Assurances

Consultant, as part of the consideration under this Agreement, does hereby covenant and agree that:

- a. No person on the grounds of race, color, creed, religion, national origin, ancestry, age, sex, marital status, status with respect to public assistance, sexual orientation, and/or disability shall be excluded from any participation in, denied any benefits of, or otherwise subjected to discrimination with regard to the work to be done pursuant to this Agreement.
- b. That all activities to be conducted pursuant to this Agreement shall be conducted in accordance with the Minnesota Human Rights Act of 1974, as amended (Chapter 363), Title 7 of the U.S. Code, and any regulations and executive orders which may be affected with regard thereto.

11. Laws, Rules and Regulations

Consultant agrees to observe and comply with all laws, ordinances, rules and regulations of the United States of America, the State of Minnesota and the City with respect to their respective agencies which are applicable to its activities under this Agreement.

12. Applicable Law

This Agreement, together with all of its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

13. Force Majeure

Neither party shall be liable for any failure of or delay in performance of its obligations under his Agreement to the extent such failure or delay is due to circumstances beyond its reasonable control, including, without limitation, acts of God, acts of a public enemy, fires, floods, wars, civil disturbances, sabotage, accidents, insurrections, blockades, embargoes, storms, explosions, labor disputes, acts of any governmental body (whether civil or military, foreign or domestic), failure or delay of third parties or governmental bodies from whom a party is obtaining or must obtain approvals, franchises or permits, or inability to obtain labor, materials, equipment, or transportation. Any such delays shall not be a breach of or failure to perform this Agreement or any part thereof and the date on which the party's obligations hereunder are due to be fulfilled shall be extended for a period equal to the time lost as a result of such delays.

14. Severability

In the event any provision herein shall be deemed invalid or unenforceable, the remaining provision shall continue in full force and effect and shall be binding upon the parties to this Agreement.

15. Entire Agreement

It is understood and agreed that the entire agreement of the parties including all exhibits is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. Any amendment to this Agreement shall be in writing and shall be executed by the same parties who executed the original agreement or their successors in office.

16. Counterparts

This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original as against any party whose signature appears thereon, but all of which together shall constitute but one and the same instrument. Signatures to this Agreement transmitted by facsimile, by electronic mail in “portable document format” (“pdf”), or by any other electronic means which preserves the original graphic and pictorial appearance of the Agreement, shall have the same effect as physical delivery of the paper document bearing the original signature.





# EXHIBIT A

RESPONSE TO REQUEST FOR PROPOSALS

## DULUTH TRAVERSE TRAIL SYSTEM - MINI MASTER PLAN RFP # 16-0657

**DULUTH, MINNESOTA**

NOVEMBER 23, 2016



**CONFLUENCE**

In association with:

Applied Trails Research + Kay-Linn

530 N Third Street, Suite 120, Minneapolis, Minnesota 55401

612.333.3702

[www.thinkconfluence.com](http://www.thinkconfluence.com)

November 23, 2016

City of Duluth  
City Hall, Room 100  
Duluth, MN 55802

RE: Request for Proposals –Services for Duluth Traverse Trail System – Mini Masterplan

Members of the Selection Committee:

On behalf of the Confluence team, we are pleased to submit our qualifications and proposal to provide a master plan and management plan that will serve as a long-range guide to meet the community's park trail and recreational needs for mountain bike trails. Our Team has recently developed the Whiterock Conservancy Sustainable Soft Trails Design, and Team members are currently working on projects within Duluth – including an all-weather trail segment for Spirit Mountain Trail Center and Mission Creek Trail Center. We are very familiar with the trail terrain, the planning process to date, and the mountain biking Stakeholders in Duluth. We are excited about the possibility of seeing the master plan to fruition, creating a management plan that will aid Duluth in sustainable maintenance, and would love to continue our Team Member's working relationship with the City and COGGS.

We take great pride in seeing our work stand the test of time and last within the environments they enhance. Our experience planning and designing destination parks and trail systems, integrating operation and maintenance plans into the fabric of parks, and coupled with our proven record for leading a collaborative design process inclusive of all team members—consultants, Park Board staff and stakeholders, will result in a successful project for the City of Duluth. Our team is immediately available to commit the necessary time and resources to your project in order to deliver creative, cost effective and implementable design and management plans within the timeframe you've identified.

In short, we are very excited to present our qualifications for your consideration. Our commitment to you is to assist in developing a long term vision that allows the Traverse Trail System to continue to serve the public and remain as a valuable asset and popular destination within your Park and Recreation system for years to come. We welcome the opportunity to discuss our qualifications and our approach with you in further detail.

Thank you in advance for your consideration of our services. If you have any questions or would like additional information, please contact me at 612.333.3702 or tminarik@thinkconfluence.com.

Respectfully Submitted,



Terry Minarik, ASLA, PLA  
Principal-in-Charge

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### We present you with a team experienced in trail planning, implementation and management

Our team brings together all the skills necessary to assist the City of Duluth in preparing a comprehensive trail and recreation management plan for the Duluth Traverse Trail System including:

- trail planning and design
- public facilitation
- trail use and management guidelines
- trail maintenance;
- park planning and design
- budgeting and phasing knowledge from numerous constructed projects

Part of our team is currently providing trail design services for Spirit Mountain Trail Center and has provided services at Mission Creek Trail Center as well.

Our team includes:

**Confluence:** Prime Consultant and Project Lead, Project Management, Recreation Planning, Stakeholder Engagement, Budgeting

**Kay-Linn:** Lead Trail Planner, Trail Management, Recreation Planning, Stakeholder Engagement, Budgeting

**Applied Trails Research:** Trail Planning, Trail Management, GIS Mapping

Our team is immediately available to commit the time and resources necessary to assist the City of Duluth in preparing the masterplan for the Duluth Traverse Trail System.





## CONFLUENCE

### LOCATIONS

#### Minneapolis

530 N Third Street, Suite 120  
Minneapolis, Minnesota 55401  
952.451.0144  
tminarik@thinkconfluence.com

#### Des Moines

525 17th Street  
Des Moines, Iowa 50309  
515.288.4875  
chris@thinkconfluence.com  
cshires@thinkconfluence.com  
mcarlile@thinkconfluence.com

#### Cedar Rapids

900 2nd Street SE, Suite 104  
Cedar Rapids, Iowa 52401  
319.409.5401  
palvord@thinkconfluence.com

#### Kansas City

417 Delaware Street  
Kansas City, Missouri 64105  
816.531.7227  
terryb@thinkconfluence.com  
ccline@thinkconfluence.com  
pjnovick@thinkconfluence.com

#### Sioux Falls

524 North Main Avenue, Suite 201  
Sioux Falls, South Dakota 57104  
605.339.1205  
jjacobson@thinkconfluence.com

[www.thinkconfluence.com](http://www.thinkconfluence.com)

### CONTACT

**Terry Minarik, ASLA, PLA**

tminarik@thinkconfluence.com



### OUR MISSION

Evolve our client's vision into unique realization by exceeding expectations, bringing together people and ideas to create meaningful, memorable places.

### ABOUT CONFLUENCE

Confluence is a professional consulting firm comprised of landscape architects and planners. Our firm's work includes a wide range of public, educational, institutional, and private sector projects. Our process is focused on collaboration and interaction with our clients, consultants and the community in which we work. Confluence's staff of 45 includes 24 licensed landscape architects and AICP certified planners. Our landscape architects carry licenses in Kansas, Iowa, Missouri, Minnesota, Nebraska, North Dakota, South Dakota, Tennessee, Wisconsin, and Wyoming.

We bring the skills of landscape architecture, land planning and urban design to each project, giving us the tools to merge our client's needs with the environment. Our work is characterized by a philosophy of place-making; creating unique, human connections with every project, its location, and its surrounding environment.

### MOMENTUM, ENERGY AND DEPTH

These three words best describe the passion, creativity, experience, and people of Confluence. With over a decade of award winning experience and hundreds of completed projects, Confluence has helped shape the practice of landscape architecture, planning, and urban design across the Midwest. We believe the values that we share define who we are and serve as the basis for our success. The same core principles set forth with our founding in 1998 continue to guide our growth-exceed expectations, better our communities, deliver exceptional service, and collaboratively design built environments with a sense of place.

### DESIGN IS CONFLUENCE

While program elements or locations may differ, our ability to listen, create, and uniquely respond to our client's needs remains consistent. We have unwavering focus on providing customized solutions that transport our clients' vision to life. Our expertise is evident by our built portfolio of completed projects. Corridor Plans. Land Use Plans. Mixed Used Development. Town Centers. Corporate Campuses. Cultural and Educational Environments. Park and Athletic Facilities.

### OUR APPROACH

As site master planning leaders, we collaborate across disciplines, keeping our client's goals, budget and schedule at the forefront. We strive to Relate (we listen and hear you), Translate (we see what you're saying), Navigate (we simplify your journey) and Exceed (we amplify your outcome). Great design is a managed process requiring the collaborative efforts of multiple people and skill sets – not an intuitive, happy accident. We expand the idea into a sustainable reality, the confluence of a client's needs and the value that we add.

*Confluence is a place where energy, momentum and depth converge – where your ideas become reality. The location where spaces become places and places become destinations.*



## TEAM INTRODUCTION / APPLIED TRAILS RESEARCH



### LOCATION Pennsylvania

PO Box 10304  
State College, Pennsylvania 16805  
443.629.2630  
[appliedtrailresearch@gmail.com](mailto:appliedtrailresearch@gmail.com)

[www.appliedtrailsresearch.com](http://www.appliedtrailsresearch.com)

**CONTACT**  
**Dr. Jeremy Wimpey, Owner**  
[jeremyw@appliedtrailsresearch.com](mailto:jeremyw@appliedtrailsresearch.com)

### ABOUT APPLIED TRAILS RESEARCH

Applied Trails Research, LLC (ATR) serves trail professionals and government leaders with geospatial consulting services. Applied Trails Research is a member of the Professional Trail Builders Association (PTBA). Applied Trails Research specializes in geographic data collection and analysis, and production of maps for trail planning, design and recreation management. Applied Trails Research, LLC also works with federal, state and local land management agencies to provide assistance with development of science-based best management practices that balance visitor use with resource protection.

### SERVICES

#### Planning & Design

ATR uses robust planning and field-based design to help our clients develop successful outdoor recreation projects. To make every project go smoothly, we create a well-informed process by thoroughly assessing our clients' needs and facilitating user input.

#### Implementation & Project Management

ATR helps projects transition from concept to completed facility. Nothing is more rewarding than seeing plans take form on the landscape.

#### Research

ATR is committed to science-based management of outdoor recreation. Our team partners with a variety of land managers and universities to develop and implement research that meets the diverse needs of our clients.

#### Assessments

ATR assessments characterize existing conditions and form the basis of planning, management and policy development for our clients. Our assessments include natural resource condition, trail assessment and social and managerial context.

#### Geo-Spatial Analyses and Visualization

ATR provides spatial analyses to support most of its operations. We use cutting-edge slope and sustainability analyses, visualizations, and GIS and GPS technologies.





### LOCATION

#### Colorado

100 S. 36th Street  
Boulder, Colorado 80305  
303.241.3301

[www.kay-linn.com](http://www.kay-linn.com)

### CONTACT

**Scott Linnenburger, Principal**

[scott@kay-linn.com](mailto:scott@kay-linn.com)

### ABOUT KAY-LINN ENTERPRISES

Kay-Linn Enterprises is a small consulting firm that provides comprehensive and sustainable recreation and conservation planning, design, and construction management services for land managing entities, organizations and coalitions. With broad experience in trail development, community facilitation, environmental restoration, ecotourism and outdoor event venue development, conflict minimization, and fundraising, Kay-Linn has a multi-faceted understanding of sustainable recreation and open space management.

Established by Scott Linnenburger and Aaryn Kay in 2009, Kay-Linn serves clients around the country. Kay-Linn owners provided significant content to the International Mountain Bicycling Associations' (IMBA) trail handbooks and assisted the United States Forest Service with revisions to their Trail Construction and Maintenance Notebook and nationwide Trail Parameters. Linnenburger and Kay are sought out for their leadership, having served on the boards of the Professional Trailbuilders Association, American Trails, Environmental Educators of North Carolina, and the Nanaimo Science and Sustainability Society, as well as serving as volunteer trail crew leaders with multiple organizations.

### KAY-LINN HAS:

- Provided master planning for more than 750 miles of sustainable, natural surface trails,
- Designed more than 200 miles of shared-use trails, including countless trail features intended to enhance the recreation experience and/or minimize impacts to surrounding natural resources
- Facilitated dozens of public meetings around trail development projects, and
- Developed construction specifications and documentation for hiking, mountain biking, equestrian, off-highway vehicle, and all manner of shared-use trails





## TEAM INTRODUCTION / CONFLUENCE



### TERRY MINARIK, ASLA, PLA | POINT OF CONTACT - LEAD LANDSCAPE ARCHITECT

Terry has been practicing landscape architecture in the United States and Canada for over twenty five years. He has an extensive background in urban planning, programming and public space design. Terry collaborates with his clients to develop innovative and contextually sensitive design solutions. He has dedicated his career to creating meaningful spaces that challenge the conventional boundaries of landscape architecture. Terry takes a multi-disciplinary approach to design, often working closely with design teams of architects, planners, artists, and other professionals, including a diverse range of clients. Terry's award winning body of work includes major civic plazas, urban parks, hospitality, medical and corporate campuses and master planning. Terry brings his uncompromising passion for design excellence, knowledge of construction, and positive attitude to the design team.

Terry follows the practice that business is built on long-term relationships. It is critical to always provide more than expected on every project. One's reputation and how you treat people is what will be remembered most.

### PROFESSIONAL + CIVIC AFFILIATIONS

American Society of Landscape Architects, Minnesota Chapter

### CURRENT + NOTABLE PROJECT EXPERIENCE

Dakota County Mississippi River Trail Interpretive + Experience Design / Dakota County, Minnesota

Forks National Historic Park Site + Master Plan / Winnipeg, Manitoba\*

Edina Parks, Recreation and Trails Strategic Master Plan / Edina, Minnesota

Barnum Parks, Trails and Campgrounds Master Plan, Barnum, Minnesota

River Road Heritage Parkway / Winnipeg, Manitoba\*

Brandon Assiniboine River Corridor Master Plan / Brandon, Manitoba\*

Minneapolis Parks and Recreation Board South Service Area Master Plan / Minneapolis, Minnesota

Dakota County VSSOP Master Plan, Dakota County, Minnesota

St. Cloud Riverwalk Master Plan / St. Cloud, Minnesota

Fred Richards Park Master Plan / Edina, Minnesota

2025 Gateway Park Master Plan / Minneapolis, Minnesota\*

Peavey Park Redevelopment MPRB / Minneapolis, Minnesota

Mississippi Commons Master Plan / Champlin, Minnesota\*

Deephaven Park System Master Plan / Deephaven, Minnesota

Selkirk Downtown Waterfront Strategy / Selkirk, Manitoba\*

Lockport Destination Development Strategy / Lockport, Manitoba\*

Pinawa Waterfront Masterplan / Pinawa, Manitoba\*

Assessippi River Provincial Park Development Strategy / Manitoba\*

Rice Lake Lineal Park / Prior Lake, Minnesota

Town Green and Amphitheater / Maple Grove, Minnesota\*

Central Park Master Plan / Maple Grove, Minnesota\*

- Children's Play Area – slide zone, climbing zone, swing zone, sand zone, 2-5 zone and 5-12 zone
- Sports Activity Area
- Interactive Splash Pad
- Ice Skating Trail
- Pedestrian and Bicycle Trail System
- Botanical Garden and labyrinth
- Central Lawn

Bare Point Marina and Resort / Lake of the Woods, Ontario

Burnsville Park System Master Plan Update / Burnsville, Minnesota

*\*work performed while employed by another firm*

### PROFESSIONAL EXPERIENCE

26 Years Experience

3 Years with Confluence

### EDUCATION

University of Manitoba  
Master of Landscape  
Architecture / Spring 1995

University of Manitoba  
Bachelor of Environmental  
Design / Spring 1990

### PROFESSIONAL REGISTRATIONS

Licensed Professional  
Landscape Architect:  
• Minnesota / #42242

### HOURLY RATE

\$160.00 / hour

CONFLUENCE

## TEAM INTRODUCTION / CONFLUENCE



### BRAD ALDRICH, ASLA, PLA, LEED AP BD+C | LANDSCAPE ARCHITECT + ASSOCIATE

Brad has 14 years of experience as a landscape architect creating sustainable sites and unique places. He creates high performance, multi-functional landscapes that provide numerous ecosystem services to the client and surrounding community.

Brad is interested in using green infrastructure to create sustainable environments and unique places. He has become a regional leader, incorporating innovative green infrastructure into the landscape. Brad has been involved on projects that range in scale and scope from small, intensive rain gardens to larger, urban sited projects with multiple layers of issues and infrastructure.

### PROFESSIONAL + CIVIC AFFILIATIONS

American Society of Landscape Architects

### CURRENT + NOTABLE PROJECT EXPERIENCE

Dakota County Mississippi River Trail Interpretive + Experience Design / Dakota County, Minnesota

Edina Parks, Recreation and Trails Master Plan / Edina, Minnesota

Barnum Parks, Trails and Campgrounds Master Plan, Barnum, Minnesota

Bruce Vento Nature Sanctuary / St. Paul, Minnesota\*

Regional Sustainability Plan / St. Cloud Greater Metro Area, Minnesota\*

St. Cloud Riverwalk Master Plan / St. Cloud, Minnesota

Fred Richards Park Master Plan / Edina, Minnesota

Minneapolis Parks and Recreation Board (MPRB) South Service Area Master Plan / Minneapolis, MN

Harriet Island Renovation / St. Paul, Minnesota\*

Mill Park / Little Falls, Minnesota\*

Urban Park Design / Maple Grove, Minnesota\*

Mainstreet Stormwater Celebration Park / Albert Lea, Minnesota\*

N. Marketplace Targeted Subwatershed Implementation Plan / Browns Creek Watershed District, Oakdale, Minnesota\*

Cleary Regional Park Stormwater Improvements / Prior Lake, Minnesota\*

Oak Glen Golf Course Trout Stream Restoration / Stillwater, Minnesota\*

Crow Valley Golf Club Stream Improvements / Davenport, Iowa\*

Argenta Hills Mixed-Use Development / Inver Grove Heights, Minnesota\*

CaptionMAX - LEED Landscape for Small Business / Minneapolis, Minnesota\*

River Valley Athletic Club Green Roof Design / Stillwater, Minnesota\*

University of Minnesota: Carlson Plaza Green Improvement - Schematic Design / Minneapolis, MN\*

University of Minnesota: Large Regional Infiltration Basin / St. Paul, Minnesota\*

Central Corridor Light Rail Stormwater Improvements / St. Paul, Minnesota\*

Kingsfield Neighborhood Stormwater Improvements / Minneapolis, Minnesota\*

Tree Trenches for 'Green Street' Improvements / Capitol Region Watershed District, St. Paul, MN\*

Organic Valley Campus Sustainable Site Plan / Cashton, Wisconsin\*

West Side Flats / St. Paul, Minnesota\*

- Master Plan
- Green Infrastructure Feasibility Study

Library Lake Restoration / Cumberland, Wisconsin\*

Low Impact Development (LID) Project / Lakeville, Minnesota\*

Economic Development Land Study Report / MnDNR State Trust Fund Land\*

*\* work performed while employed by another firm*

### PROFESSIONAL EXPERIENCE

14 Years Experience  
2 Years with Confluence

### EDUCATION

University of Minnesota  
Master of Landscape  
Architecture / 2004

University of Minnesota  
Bachelor of Environmental  
Design, Minor in Urban  
Studies / 2000

### PROFESSIONAL REGISTRATIONS

Licensed Professional  
Landscape Architect:  
• Minnesota / #45630

### HOURLY RATE

\$125.00 / hour

CONFLUENCE



### PROFESSIONAL EXPERIENCE

32 Years Experience  
13 Years with Confluence

### EDUCATION

Iowa State University  
Bachelor of Landscape  
Architecture / Spring 1984

### PROFESSIONAL REGISTRATIONS

Licensed Professional  
Landscape Architect:  
• Iowa / #475

### JIM HOST, ASLA, PLA | LANDSCAPE ARCHITECT + PROJECT SUPPORT

With over 31 years of experience, Jim will find his way to the heart of a project and elevate it to the next level. Jim previously served for six years as planning and design supervisor for Maricopa County Parks and Recreation in Phoenix, Arizona and brings unique insight to the design and planning practice. His stellar communication skills and prior project experience make him a great leader for any design team.

### PROFESSIONAL + CIVIC AFFILIATIONS

American Society of Landscape Architects, Iowa Chapter

- Treasurer / 2013 to present
- Vice President / 2010 to 2011

ACE Mentor Program of Central Iowa / 2010 to 2011

### CURRENT + NOTABLE PROJECT EXPERIENCE

Whiterock Conservancy Sustainable Soft Trails Design / Coon Rapids, Iowa

Quarry Springs Park / Colfax, Iowa

Meadowview and Wilson Park Playgrounds / West Des Moines, Iowa

Jasper County Conservation Board Nature Center Master Plan / Jasper County, Iowa

Sawgrass Park Master Plan / Ankeny, Iowa

Sawgrass Park Phase I Improvements / Ankeny, Iowa

Norwalk Comprehensive Park Plan Update + Needs Assessment / Norwalk, Iowa

Jordan Creek Trail Connection / West Des Moines, Iowa

Walnut Creek Trail / Des Moines, West Des Moines and Windsor Heights, Iowa

Honey Creek Resort State Park / Rathburn Lake, Iowa

Pointe Vista Park Master Plan / Johnston, Iowa

Carroll Downtown Streetscape Phases I-VIII Design + Implementation / Carroll, Iowa

University Avenue / Cedar Falls, Iowa

Coon Rapids Streetscape / Coon Rapids, Iowa

South Jordan Creek Parkway Streetscape / West Des Moines, Iowa

Northside Marketplace Streetscape / Iowa City, Iowa

74th Street (Jordan Creek Parkway) Corridor Master Plan / West Des Moines, Iowa

74th Street Plaza at Summit and Pinehurst / West Des Moines, Iowa

Kettlestone (Grand Prairie Parkway Corridor) Master Plan + Design Guidelines / Waukee, Iowa

University of Iowa / Iowa City, Iowa

- Kinnick Stadium Renovations
- P. Sue Beckwith Boathouse
- Data Center, Oakdale Campus
- West Campus Residence Hall Master Plan + Phase I Implementation
- Stew and LeNore Hansen Football Performance Center: Richard O. Jacobson Football Operations Building (Phase 2)

Kirkwood Community College / Cedar Rapids, Iowa

- President's Residence
- Bookstore
- Wellness Center
- Jones Hall
- Master Plan Update

Simpson College: Kent Campus Center / Indianola, Iowa

Drake University: Science Complex and School of Education / Des Moines, Iowa

*\* work performed while employed by another firm*

CONFLUENCE



### PROFESSIONAL EXPERIENCE

3 Years Experience  
3 Years with Confluence

### EDUCATION

North Dakota State University  
Bachelor of Landscape Architecture + Secondary Major in Environmental Design / Spring 2013

### JAKE CORYELL, ASSOCIATE ASLA | LANDSCAPE ARCHITECT-IN-TRAINING + PROJECT SUPPORT

A native of the Twin Cities, Jake joined the Sioux Falls office following his graduation from North Dakota State University but recently returned to his roots and is now a member of our Minneapolis team. Prior to graduation, Jake had the privilege to work in multiple design settings including a county parks department, and planning organizations at the city and metropolitan levels. Additionally, he spent two summers in a landscape design-build company developing a stronger understanding of design details and quality installations. These experiences provided him with a diversity of knowledge varying from the small details to the long term visioning strategies we develop for our communities. Jake's character and passion for the profession continues to flourish in his ability to think at a variety of scales.

### PROFESSIONAL + CIVIC AFFILIATIONS

American Society of Landscape Architects, Minnesota Chapter

- Programs Chair / 2015 to present

North Dakota State University Alumni Advisory Board / 2015 to present

American Society of Landscape Architects, Great Plains Chapter / 2013 to 2015

- Emerging Professional Committee Leader

Sioux Falls Bicycle Committee / 2013 to 2015

Sioux Empire Farmers Market / 2013 to 2015

- Volunteer Committee

### CURRENT + NOTABLE PROJECT EXPERIENCE

Bike Trail Development - Elmen Station Point and Scheels Station Point Along the Big Sioux River Greenway / Sioux Falls, South Dakota

Great Plains Zoo: Bear Exhibit / Sioux Falls, South Dakota

Bike Trail Amenity Planning / Luverne, Minnesota

Foundation Park Planning / Sioux Falls, South Dakota

City of Brandon Comprehensive Park Plan / Brandon, South Dakota

Prairie Hills West Park Improvements / Sioux Falls, South Dakota

Canoe Launch Improvements / Sioux Falls, South Dakota

Good Earth State Park at Blood Run Master Planning / Lincoln County, South Dakota

Arc of Dreams Sculpture / Sioux Falls, South Dakota

Kuhnert Arboretum / Aberdeen, South Dakota

Volunteers of America Bowden Youth Center Playground / Sioux Falls, South Dakota

Dunham Park Improvements Master Plan / Sioux Falls, South Dakota

Trail Feasibility Study / Sioux Falls, South Dakota

Sioux Falls Park Services Contract / Sioux Falls, South Dakota

Upper Terrace Park / Sioux Falls, South Dakota

Southern Vistas Park Master Plan and Improvements / Sioux Falls, South Dakota

Mary Jo Wegner Arboretum Pond Development / Sioux Falls, South Dakota

Downtown Streetscape Master Plan / Vermillion, South Dakota

Downtown Streetscape Assessment Study / Sioux Falls, South Dakota

Minnesota Avenue Streetscape Planning (Benson Road to 8th Street) / Sioux Falls, South Dakota

Lifetime Fitness Landscape Implementation Standards / Various Locations

Lifetime Fitness / Various Locations

- Fort Washington, Pennsylvania
- Northbrook, Illinois

Bright Horizons Playground / Sioux Falls, South Dakota

CONFLUENCE

## TEAM INTRODUCTION / APPLIED TRAILS RESEARCH



### DR. JEREMY WIMPEY, PHD | PRINCIPAL

Jeremy Wimpey, PhD. is the sole proprietor of Applied Trails Research, LLC. Dr. Wimpey has over 12 years of professional and academic experience in the field of trail and recreation-related spatial analysis. His unique background—academic, trail enthusiast, entrepreneur—help bring an innovative and holistic approach to providing solutions for recreation management challenges. With a doctorate in geospatial environmental analysis from Virginia Tech, Jeremy's academic background and facts-first approach allow him to apply science and research to solve resource and experiential challenges.

Jeremy Wimpey provided extensive trail planning support along the Duluth Traverse as part of a MTB-focused team in from 2011-early 2013. In 2011 Applied Trails Research coordinated mapping and survey work to support field staff at Hawks Ridge, Mission Creek, Lester, Hartley Spirit Mountain, Snively and numerous other locations along the traverse. The primary focus of this work was to support a wide variety of natural surface trail development along the Duluth Traverse. In 2011, ATR integrated into coordinated efforts with the city and partners, including COGGS, and to produce conceptual and field designed trails linking to the Munger and Skyline Hiking Trails, the Skyline Parkway, existing multi-purpose trails and the snowmobile trails and railroad grades that were to become the Duluth Traverse.

Applied Trail Research (ATR) continued to support the development of Duluth area trails in 2012, returning to design and layout over 23 miles of trails in Mission Creek. ATR assessed the SHT in Mission Creek, and examined Chester Park and Hartley Parks in 2012, which, along with Mission Creek, had suffered from slope failures (landslides) due to recent rain events. Field staff worked closely with Jim Shoberg from COGGS to inform contracting and bid document creation for Mission Creek.

ATR provided additional regionally relevant field support in the form of mapping and survey services for natural surface trail development in the nearby Superior National Forest which led to construction of Sugarbush natural surface trails near Grand Marais, MN. In 2016 ATR and Kay Linn enterprises have returned to coordinate design and layout of All Weather Trails on Spirit Mountain that will become a neighborhood hub trail system, while supporting tourism and competitive events (work in progress Nov-Dec, 2016).

### PROFESSIONAL EXPERIENCE

17 Years Experience  
6 Years with ATR

### EDUCATION

Virginia Polytechnic  
Institute and State  
University  
Doctorate / 2009

James Madison University  
Master of Science / 2006

James Madison University  
Bachelor's of Science -  
Geography / 1999

### REVIEWER

Journal of Environmental  
Management (2011-  
2013), Journal of Park and  
Recreation Administration  
(2011-2013), Journal of  
Tourism Management  
(2011-2013), Landscape  
and Urban Planning  
(2012-2013), Tourism  
Management Perspectives  
(2011-2013), Biological  
Conservation (2010-2013)



### PROFESSIONAL + CIVIC AFFILIATIONS

Professional Trailbuilders Association

- Board Member / 2011 to present
- Treasurer / 2014 to present
- Member / 2011 to present

American Association of Geographers

George Wright Society

International Association for Society and Natural Resources

Transportation Research Board of the National Academies

Friend of ADA40 Public Lands Committee

### EDUCATION / RESEARCH CONTRIBUTIONS

Professional Trailbuilders Association: "*Solutions-Based Trail Assessment*" (2014), National Trail Symposium: "*Natural Surface Trail Management 2.0*" (2013), "*Formal and Informal Trail Monitoring Protocols and Baseline Conditions: Great Falls Park and Potomac Gorge*" (2010 w/Dr. Jeffrey Marion), "*Influence of Use, Environmental and Managerial Factors on the Width of Recreational Trails*" (2010 w/Dr. Jeffrey Marion), "*Monitoring and Assessing Trail Conditions in Acadia National Park*" (2009 w/Dr. Jeffrey Marion and Dr. Logan Park), "*Environmental Impacts of Mountain Biking: Science Review and Best Practices*" (2007 w/Dr. Jeffrey Marion), Teaching Assistant, Virginia Tech University: "*Outdoor Recreation Planning*" (2006-2008), James Madison University: "*Advanced Remote Sensing*", "*Introduction To Physical Geography*" (2003-2005)

### CURRENT + NOTABLE PROJECT EXPERIENCE

Whiterock Conservancy Sustainable Soft Trails Design / Coon Rapids, Iowa

Spirit Mountain All-Weather Trail Design / Duluth, Minnesota

Duluth Traverse Trail Design / Duluth, Minnesota

Mission Creek, Spirit Mountain, Chester and Hartley Park Trail Design / Duluth, Minnesota





### SCOTT LINNENBURGER, MEM | PRINCIPAL

With an academic background in environmental restoration and conservation planning and more than 15 years of professional experience in natural surface trail development, Linnenburger has seen much of the best and worst of trails. He has:

- Assisted the National Park Service, US Forest Service, Bureau of Land Management, US Army Corps of Engineers improve both the sustainability and recreational quality of trails.
- Completed trail master planning for private land trusts that have resulted in ecotourism destinations and successful trail-based event venues.
- Provided detailed trail design, construction specifications, and implementation guidance for large municipalities that are newly developing sustainable, natural surface trail systems.
- Guided more than 75 local non-profit trail support groups and broad recreation development coalitions in charting a course for successful trail and recreation-based tourism development and quality of life improvement projects.
- Presented publicly on more than 100 occasions, on trail topics ranging from sustainable trail development and maintenance, conflict minimization, risk management and public-private partnership.

Linnenburger has successfully managed environmental and trail-related projects for fifteen years. He worked with his wife, Aaryn, as a member of the Subaru/IMBA Trail Care Crew, traveling the country teaching volunteers the tenets of sustainable, high quality trails. Scott was hired to develop IMBA's trail contracting program, Trail Solutions, which he rapidly grew prior to founding Kay-Linn Enterprises.

Linnenburger's passion is getting more people outside more often; developing trail systems that highlight the character of our conserved lands and serve a wide variety of interests and abilities. His personal recreational experiences include regular hiking, mountain biking, trail running, paddling, skiing, fishing, and assisting with nature-based playground developments at his daughters' schools.

### PROFESSIONAL EXPERIENCE

18 Years Experience  
7 Years with Kay-Linn

### EDUCATION

Nicholas School of the Environment, Duke University, Master's of Environmental Management / 1998  
Concentration: Water Resource Management, with a focus on stream and wetland ecology and restoration.  
Master's Project: Habitat Conservation Plan for the Upper Tar River, North Carolina (for the North Carolina Nature Conservancy)

Eckerd College  
Bachelor of Arts, Biology and Secondary Education / 1994

### PROFESSIONAL + CIVIC AFFILIATIONS

American Trails

- Board Member / 2007 - present

Professional Trailbuilders Association

- Board Member / 2004 - 2006

Boulder Mountain Bike Alliance

- Board Member / 2004 - 2007

### CONTRIBUTOR

National Trails Training Partnership (2004-present), "*Trail Solutions: IMBA's Guide To Building Sweet Singletrack*" (2004), "*IMBA's Managing Mountain Biking*" (2007), "*USDA Forest Service Trail Construction and Maintenance Notes- 2007 ed.*", USDA Forest Service Nationwide Trail Parameters - 2008

### EDUCATIONAL WORKSHOP LEADER

Professional Trailbuilders Association: "*Solutions-Based Trail Assessment*" (2014), National Trail Symposium: "*Natural Surface Trail Management 2.0*" (2013), "*Recycling Trails: Innovations In Trail Development*" (2010), IMBA: Developing Sustainable Shared-Use Trails- 85, weekend-long workshops between 2002 and 2008

### CURRENT + NOTABLE PROJECT EXPERIENCE

Whiterock Conservancy Sustainable Soft Trails Design / Coon Rapids, Iowa

Spirit Mountain All-Weather Trail Design / Duluth, Minnesota

Nature Trail Assessment and Development Plan / Des Moines Iowa

Ewing Trail / Des Moines, Iowa

Percy Warner Park Mountain Bike Trail System Design and Construction Management / Nashville, Tennessee

Ruidoso Conceptual Trails Master Plan / Ruidoso, New Mexico

Grindstone Trail System Design / Ruidoso, New Mexico

Town of Sturbridge Recreational Trails Master Plan / Sturbridge, Massachusetts

Leadmine Mountain Trail System Design / Sturbridge, Massachusetts



### CONFLUENCE

#### CONFLUENCE CLIENT REFERENCES

##### CONRAD KRAMER | WHITEROCK CONSERVANCY SUSTAINABLE SOFT TRAILS DESIGN

Executive Director, Whiterock Conservancy  
Coon Rapids, Iowa  
712.684.2697



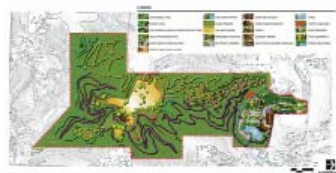
##### TIM NETSCH | PERCY WARNER PARK MOUNTAIN BIKE TRAIL SYSTEM DESIGN AND CONSTRUCTION MANAGEMENT

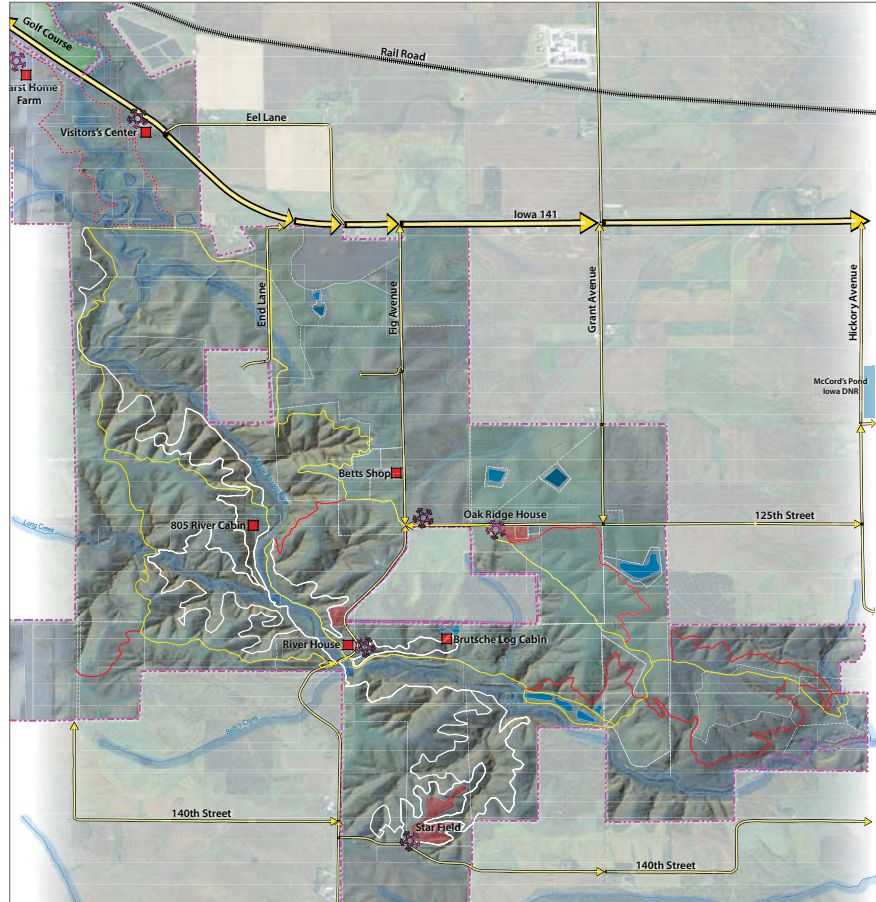
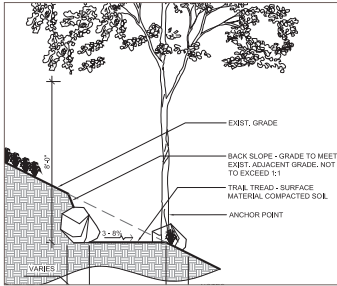
Assistant Director, Nashville Metro Parks and Recreation  
Nashville, Tennessee  
615.862.8400 / tim.netsch@nashville.gov



##### RODNEY GRIEGO | RUIDOSO CONCEPTUAL TRAILS MASTER PLAN + GRINDSTONE TRAIL SYSTEM DESIGN

Maintenance Director, Village of Ruidoso  
Ruidoso, New Mexico  
575.937.8196 / rodneygriego@ruidoso-nm.gov





### WHITEROCK CONSERVANCY SUSTAINABLE SOFT TRAILS DESIGN

COON RAPIDS, IOWA

Client: Whiterock Conservancy

Contact: Liz Garst, Project Manager / 712.684.5240

Confluence was part of a multi-disciplinary team responsible for the design and development of a weekend-length trail experience that celebrates and interprets the rural landscape in west central Iowa. The client, Whiterock Conservancy, is a non-profit land trust whose mission is to find balance between agriculture and the environment, while involving the public in both. The Conservancy stewards more than 5,000 acres of mixed-use land along the Middle Raccoon River.

Confluence led the team in the design of a 30-mile long “soft” trail network to replace the eroding, poorly marked and, in some places, non-existent “trails” currently used by hikers and equestrians. Approximately two-thirds of the new system is comprised of single-track trail to accommodate hikers, mountain bikers, equestrians and cross-country skiers. The remaining double track trails will accommodate electric carts, emergency vehicles and maintenance equipment. Trail amenities include river access points, wildlife viewing infrastructure, wilderness campsite development, and additional interpretative signage and habitat improvements. This project is unique in that Whiterock Conservancy hired outside resource professionals to evaluate and identify interpretive opportunities for ecology, archaeology, geology and water resources.

“Soft” trail refers to natural surface or dirt trails which cut across hill sides allowing for natural drainage and an improved visitor experience. This cutting-edge and highly engineered approach to trail design is relatively inexpensive to construct and is believed to have significantly fewer environmental impacts than traditional trails. Trail conditions, erosion, invasive species and water quality will be monitored annually. Goals for the trail project include economic and environmental sustainability and user learning and satisfaction.

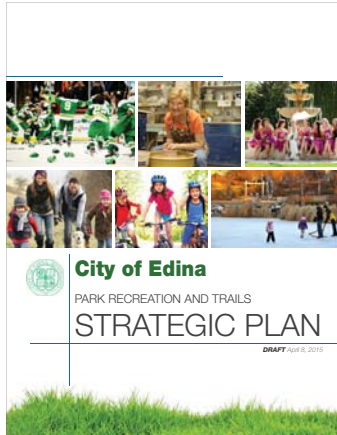
#### Features

- Trail System
- River Access Points
- Wildlife Viewing Infrastructure
- Wilderness Campsite Development
- Interpretative Signage
- Habitat Improvements

#### Contract Amount

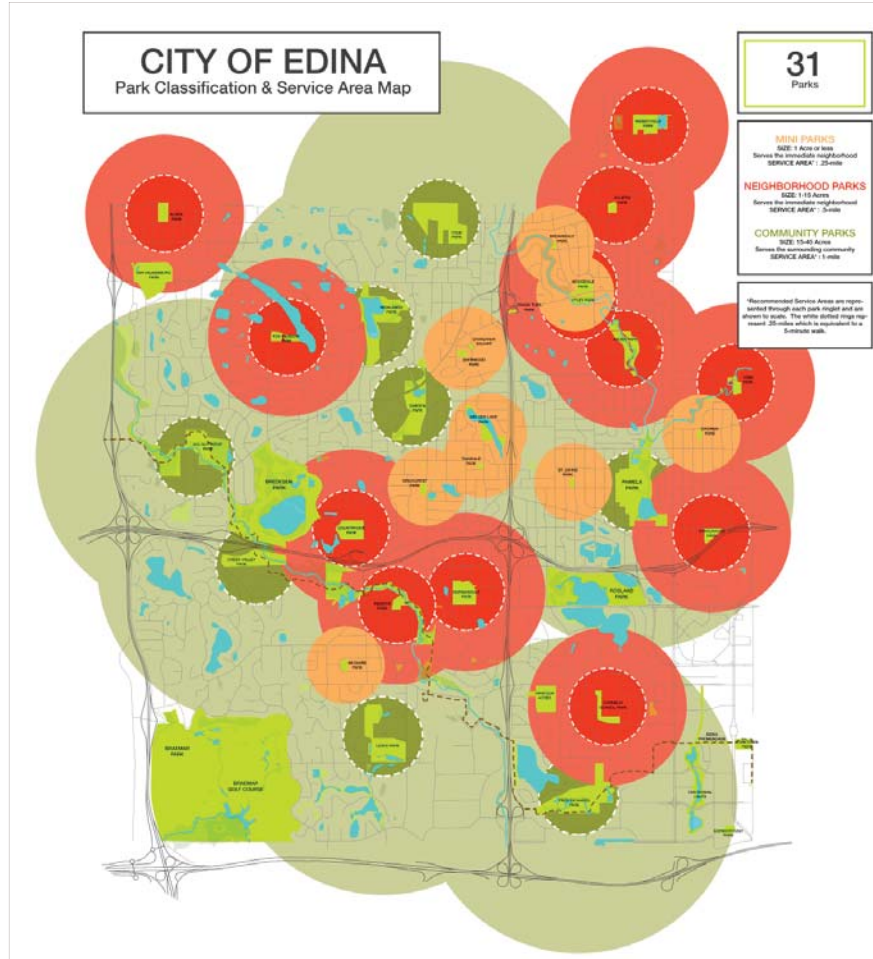
- \$ 148,500





### Features

- System-wide parks and recreation master plan
- Public Engagement
- Multi-Disciplinary Collaboration
- Site Inventory and Analysis
- Funding and Implementation Recommendations



### PARKS, RECREATION AND TRAILS STRATEGIC PLAN | EDINA, MINNESOTA

Client: City of Edina, Minnesota

Contact: Ann Kattreh, Parks and Recreation Director / 952.826.0430 / akattreh@edinamn.gov

Confluence assisted the City of Edina, Minnesota in the development of a Parks, Recreation and Trails Strategic Plan. This comprehensive planning document is intended to provide a clear 20-year vision for the Edina park system and serve as the basis for decision making related to the development and redevelopment of parks, local and regional trail connections, recreational opportunities and funding.

Our team conducted a detailed site inventory and analysis for each of the 40 parks and open spaces that comprise the 1,550 acre system. This inventory included review of existing features and programming; condition; access; and use. This information will be used to guide recommendations on future improvements and enhancements.

As part of the planning process, Confluence facilitated a series of public engagement opportunities allowing community residents and other stakeholders to assist in identifying needs, strengths, weaknesses and opportunities. The planning team also provided project related information and updates that are being shared via the City's website.

The final document was a user-friendly park system master plan report including maps; photos; diagrams; charts; narrative text; identification of capital costs; and prioritization and phasing of improvements and upgrades to guide the implementation of the community's vision for vibrant and sustainable 21st century Parks and Recreation system.



### Features

- Comprehensive Inventory and Assessment
- Community Engagement
- Multi-Disciplinary Collaboration



### SOUTH SERVICE AREA MASTER PLAN | MINNEAPOLIS, MINNESOTA

Client: Minneapolis Park and Recreation Board

Contact: Adam Arvidson, Project Manager / 612.230.6470

The Minneapolis Park and Recreation Board (MPRB) manages more than 6,700 acres of public land. The agency management structure is organized around five geographic Service Areas. In 2014, MPRB embarked on an ambitious and critical effort to master plan every service area and all the park assets that lie within them. These master plans will guide system-wide capital improvements, management, and operations.

Confluence was retained by the Minneapolis Park and Recreation Board (MPRB) to develop the first of the five plans. We are leading a multi-disciplinary team in developing the South Service Area Master Plan. Bounded by the southern and eastern city limits, I-35W, and the I-35W/I-94 downtown loop, the South Service Area includes 33 park properties, 26 of which are developed.

The Master Plan is intended to provide a comprehensive overview of all outdoor park assets including athletic fields; playgrounds; sidewalks and trails; and other park amenities as well as charting a course for future operations, management and improvements. As part of our work, improvement plans are being developed for each of the neighborhood parks.

The information provided in the resulting document will assist the MPRB in setting priorities and establishing future budgets and will guide future decisions on capital improvements, land acquisition and the development of new parks.

### Individualized Park Plans







### PARKS SYSTEM MASTER PLAN | DEEPHAVEN, MINNESOTA

Client: City of Deephaven Parks and Trails

Contact: Dana Young, Administrator-Clerk/Treasurer / 952.358.9939

Deephaven is a community on the Southeast shore of Lake Minnetonka. Several traditional parks and natural areas make up the internal fabric of the City, as well as 6 public beaches and a landing for boat access. The beaches range from a large public facility with a parking lot and combined marina to several more secluded neighborhood beaches scattered throughout the City. The water access points are a unique asset for the City's residents, and are being planned to maintain their quality by balancing increased resident traffic with environmental initiatives that protect the lake.

Confluence is leading a master planning effort for all of the public parks in the City with a particular emphasis on the beaches and public water access points. Balancing high usage human needs, such as restrooms and potable water, parking, trail connections, with environmental issues such as stormwater quality and geese management is a significant challenge requiring creative problem solving and placemaking. A hierarchy of beach types will guide the development and improvements within these spaces to preserve this unique amenity for future City residents.

#### Features

- System-wide Parks and Recreation Master Plan
- Balancing human needs and environmental issues
- Natural Resource Protection
- Beaches and Lake Access






**Contract Amount**

- \$32,500

**Funding Source**

- Parks and Recreation

**Year Completed**

- 2013 (1), 2013 (2)

**Period of Performance**

- 45 days (1), 15 days (2)

**DES MOINES, IOWA NATURE TRAIL ASSESSMENT AND DEVELOPMENT PLAN (1) AND EWING TRAIL (2)**

DES MOINES, IOWA

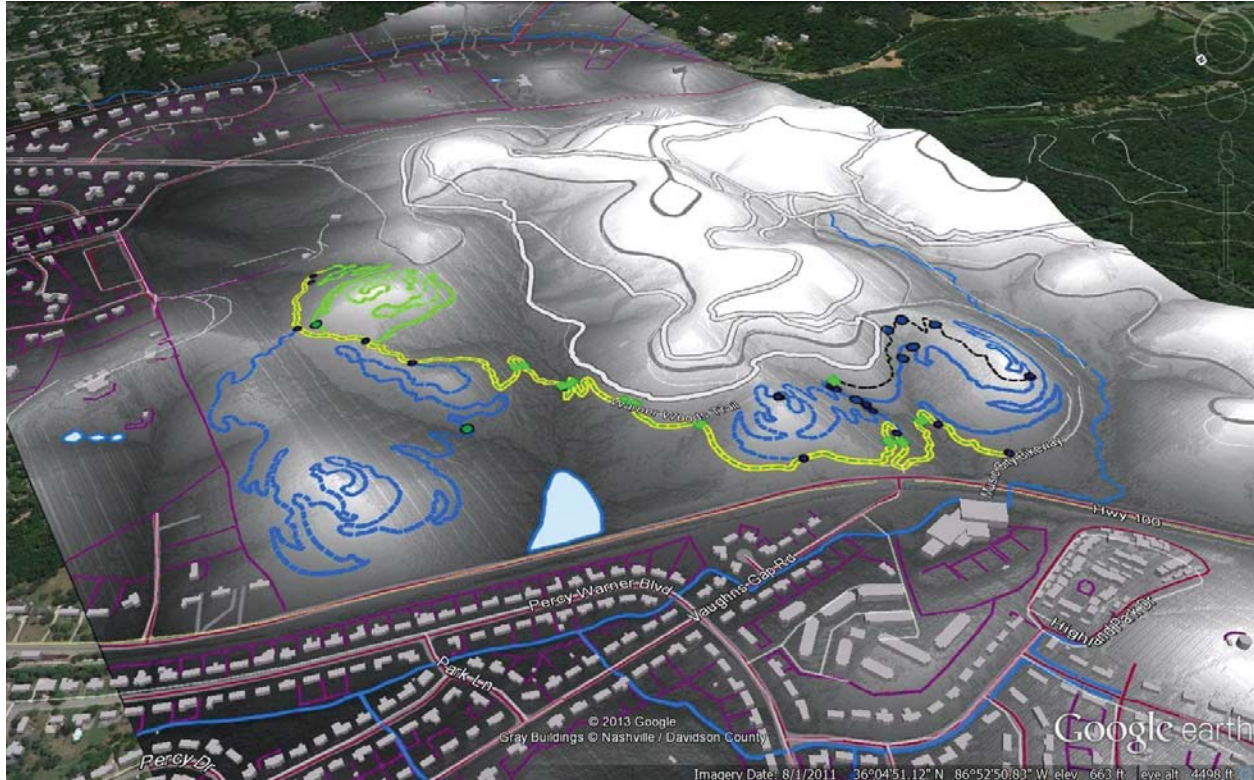
Client: Des Moines Parks and Recreation Department

Contact: Richard Brown, Planner, Des Moines Parks and Recreation / 515.248.6356 / rrbrown@dmgov.org

In early 2013, Kay-Linn Enterprises provided a park system-wide assessment of natural surface trails for Des Moines Parks and Recreation. The project focused on current levels of sustainability, trail density, conflict minimization on shared-use trails, and opportunities for accessible trail-based recreation. Ground-truthed (gps and gis) conceptual plans were developed for a 6-mile mountain bike-focused trail system at Ewing Park, a 1.25-mile accessible trail at Grandview Park, a 0.5-mile neighborhood access trail at Beaverdale Park, and a 5-mile shared-use trail system at Greenwood/Ashworth Park. Planning documentation included specification development for trails at each of the parks, implementation and prioritization recommendations, cost opinion, and funding information.

In late 2013, Kay-Linn Enterprises is providing detailed field design, contractor selection and oversight, volunteer engagement and training, and project management for the City in the first phase of trail development at Ewing Park. The hybrid contracting orientation will result in approximately 2 miles of new, natural surface trail and provide a best practices template for cost effective trail development in the area.




**Contract Amount**

- \$24,500

**Funding Source**

- Parks and Recreation

**Year Completed**

- 2013

**Period of Performance**

- 80 days

**PERCY WARNER PARK MOUNTAIN BIKE TRAIL SYSTEM DESIGN AND CONSTRUCTION MANAGEMENT | NASHVILLE, TENNESSEE**

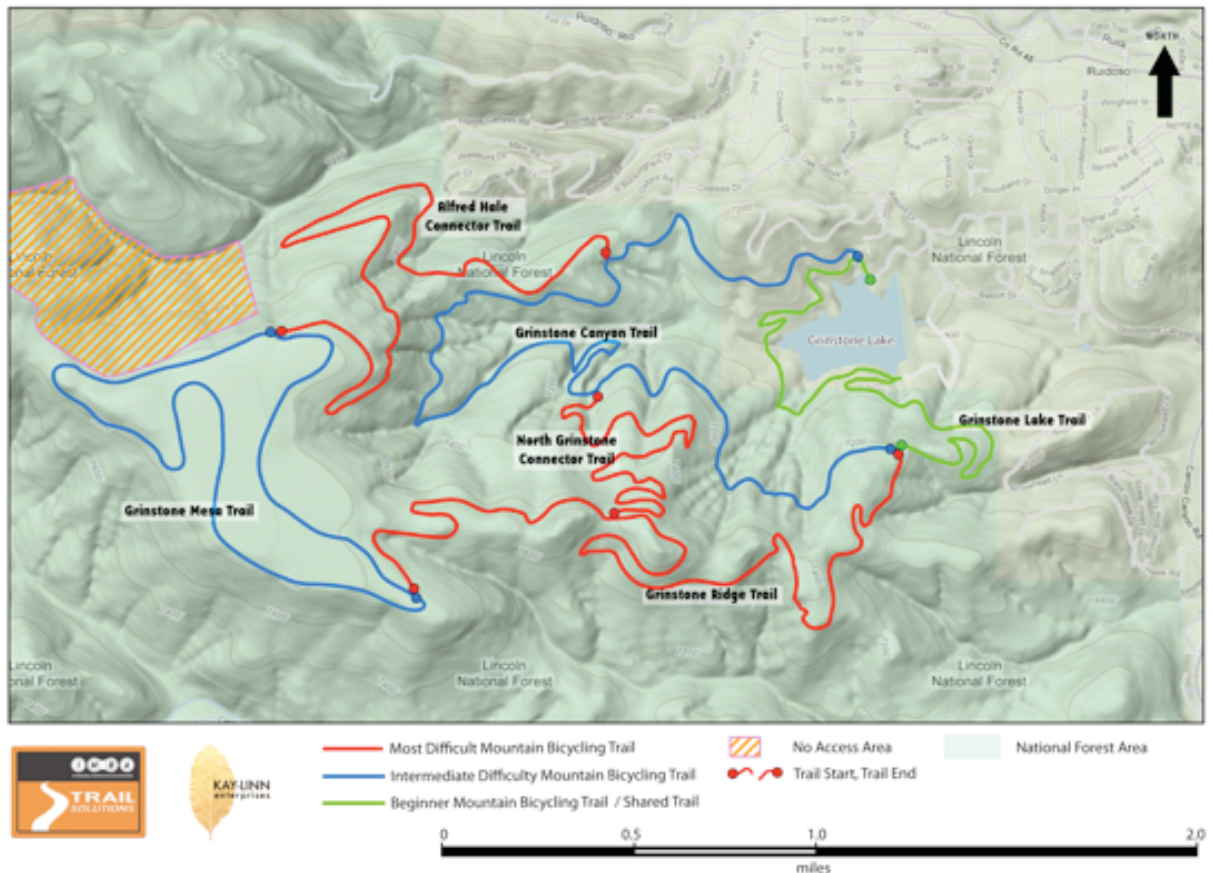
Client: Nashville Metro Parks and Recreation Department

Contact: Tim Netsch, Assistant Director, Nashville Metro Parks and Recreation / 615.862.8400 / tim.netsch@nashville.gov

Kay-Linn Enterprises was the design lead and provided construction management services for the development of the 8-mile Percy Warner Park Mountain Bike Trail System on 150 acres of land in central Nashville. This project is the first completed mountain bike trail system on Nashville Metro parklands. The system was designed as a diverse set of one-way trails stemming from a bi-directional core trail in order to minimize trail conflicts and crowding. The core trail connects to both the Music City Greenway and newly constructed trailhead to provide connectivity with Metro's bicycle facilities.

Kay-Linn facilitated discussions on the trail system vision between stakeholders, led the design team's creation of the ground-truthed (gps and gis) conceptual trail system, and provided specifications and content for the construction documentation. Kay-Linn then provided construction management services for the implementation phase of the project, which included five different trail contractors, nearly a mile of trail surfacing (4'-wide) to accommodate high winter use in low-lying areas, numerous constructed technical trail features. The project was completed in less than 2 months and below the approved budget.

## Ruidoso Mountain Bicycling Trails Master Plan – Grindstone Lake Area



### Contract Amount

- \$45,000

### Funding Source

- Local Hospitality Tax

### Year Completed

- 2010 (1) and 2013 (2)

### Period of Performance

- 45 days (1) and 25 days (2)

### RUIDOSO CONCEPTUAL TRAILS MASTER PLAN (1) AND GRINDSTONE TRAIL SYSTEM DESIGN (2) | RUIDOSO, NEW MEXICO

Client: Ruidoso Council for Economic Development

Contact: Rodney Griego, Maintenance Director, Village of Ruidoso / 575.937.8196 / [rodneygriego@ruidoso-nm.gov](mailto:rodneygriego@ruidoso-nm.gov)

In 2010, Kay-Linn Enterprises and IMBA Trail Solutions teamed to assess the trail development potential on more than 7,500 acres of USFS property within the city limits of Ruidoso, NM. The project included rerouting existing trails away from endangered species habitat and problematic property boundaries, adding significant mileage of new trails, developing trailhead locations, project prioritization, rough cost estimation, and assessing hard-surface trail connections throughout the Village.

In 2013, Kay-Linn provided detailed field design (gps tracks, stake flags at 10' intervals, specifications, and construction documentation) for 12 miles of sustainable, shared-use trail in the Grindstone Lake trail system, a key component of the overall plan. The construction documentation was employed by the Village to hire a professional trail contractor and provide guidance to youth conservation corps to assure a high-quality, sustainable trail product.





#### Contract Amount

- \$60,000

#### Funding Source

- Local Community Betterment Funds

#### Year Completed

- 2012 (1) and 2013 (2)

#### Period of Performance

- 1 year (1) and 30 days (2)

#### TOWN OF STURBRIDGE RECREATIONAL TRAILS MASTER PLAN (1) AND LEADMINE MOUNTAIN TRAIL SYSTEM DESIGN (2) | STURBRIDGE, MASSACHUSETTS

Client: Town of Sturbridge, Massachusetts

Contact: Tom Chamberland, Ranger, US Army Corps of Engineers / Town of Sturbridge / 508.341.6433 / tchamberland@town.sturbridge.ma.us

In 2011 and 2012, Kay-Linn Enterprises provided public facilitation, community surveying, visioning assistance, and goal/benchmark development to the Town of Sturbridge for a town-wide recreational trails master plan. With more than 1,000 acres of town open space property along with 3,000 acres of Fish & Game lands, two Army Corps of Engineers lakes, and a 1,500-acre State Park, and multiple Conservancy holdings within the Town boundaries, obvious challenges existed in bridging management regimes. The resulting Trail Master Plan provided conceptual trail design, existing trail improvements, and trail specifications for soft and hard-surfaced recreational trails to meet a wide range of experiences and difficulty levels for walking, hiking, road cycling, mountain biking, equestrian, and skiing/snowshoeing. The 100+ miles of trails conceptualized in the plan were developed with the goals of improving community quality of life, highlighting the progressive conservation ethic of the Town, and adding breadth and depth to the Town's tourist/service industry economy.

In 2013, Kay-Linn provided detailed field trail design services (gps and gis developed for Town) for the Leadmine Mountain open space property's 10-mile shared-use trail system. The design provides for short, surfaced accessible loop trails near the property's three trailheads, with narrow, natural surface trail loops linking together the perimeter trailheads. Specifications were developed for numerous bridges, boardwalks, switchbacks, and staircases in the steep narrow ridge/valley topography to minimize natural resource impacts, showcase the property's wetland resources, and access small waterfalls and scenic viewpoints. Construction and maintenance documentation, combined with the Master Plan specifications, will guide volunteer and professional trail development on the property over the next two years.

## SECTION FOUR | PROJECT UNDERSTANDING + APPROACH

### PROJECT UNDERSTANDING + APPROACH

The Confluence Team is excited to have this opportunity to submit our qualifications for the Duluth Traverse Trail System – Mini Masterplan. As the landscape architect and lead consultant, Confluence will manage the design process and direct the efforts of all team members to complete the project. We have planned and implemented many park, recreation and trail projects throughout the Midwest, including a comprehensive park inventory and park system master plan for the City of Edina, and a destination natural surface trail system for Whiterock Conservancy in Iowa.

Our team includes two firms that have a deep portfolio of planning, design, implementation and management of trail projects. They are members of the Professional Trail Builders Association. Kay-Linn brings trail planning and resource conservation experience with well over 100 projects completed. Applied Trails Research will help analyze, manage and produce the GIS/GPS products which help to inform the trail corridor decision process, and document the conceptual alignments in the field.

The Confluence, Kay-Linn and Applied Trails Research team worked together to successfully implement a natural surface trail system for Whiterock Conservancy, a 5,000 acre, non-profit land trust in Coon Rapids, Iowa. 16 miles of singletrack and 6 miles of aggregate surfaced horse trail were constructed between April 2015 and May 2016. Whiterock visitation continues to increase because of the exciting experience this new trail system provides.

Kay-Linn and Applied Trails are currently designing an all-weather trail segment for Spirit Mountain Trail Center, and Applied Trails has done work in the Mission Creek Trail Center and they are very familiar with the terrain.

### COLLABORATION

The Confluence team is committed to a collaborative approach. City staff and COGGS members will be included at the earliest stages of the project. A project kick-off meeting with City staff and COGGS members will be held to discuss project goals, establish lines of communication, identify firm contacts, and further define the schedule for deliverables. Our preliminary schedule is included later in this proposal.

### COMMUNITY FACILITATION

Design and planning is a collaborative, managed process. Whether that involves working directly with an individual client, or involving hundreds of interested community participants, our team understands the value in fully exploring the opportunities any given project provides. We take pride in developing an interactive planning and design process that is specifically tailored to the unique needs of each project.

This process

- Informs all participants of relevant project information
- Ensures key project issues and opportunities are clearly communicated
- Provides a common understanding of the goals to be achieved
- Leads to comprehensive solutions that reflect the input of all participants
- Builds a sense of ownership in the decisions made by all participants

We employ a variety of tools including surveys, handouts, stakeholder interviews, neighborhood and focus group meetings, public presentations, social networking tools, and we “right-size” our approach to fit the specific project budget and needs.

Our preliminary schedule has included two days to schedule interviews with the various stakeholder groups identified in the RFP as well as two public meetings to present preliminary and final master plan concepts to the overall community.

The stakeholder meetings will take place before any conceptual planning occurs. With the City's help, we will determine which user groups to invite for hour-long meetings to discuss how they see this project developing to benefit the community. Depending on the number of groups and how we combine them, this process could take two full days. The Design Team will document the results of these discussions for presentation and discussion with City staff.





## PROJECT UNDERSTANDING + APPROACH



### CONCEPT DESIGN

Our early efforts will be spent analyzing existing mapping and compiling base information that will inform and drive decisions on trail corridor alignment and will be used for field assessment to give us a complete picture of strengths, weaknesses and opportunities for placement of trail amenities. We plan to spend multiple days in the field documenting existing trails and facilities to gain understanding of constraints.

While trail systems can be conceptually developed through spatial analysis, the fundamentals of high quality trail systems are grounded in detailed field reconnaissance and comprehensive community outreach. Our team's technical experience in melding the physical, social, and managerial aspects of a trail system while facilitating an open and collaborative public process assures a trail system that meets the needs of the trail users and managers.

Where the City's desired destinations can be sustainably attained, the trail system will frame them to maximize their value. Where the destinations cannot be attained through traditional sustainable techniques, the team will provide alternative concepts to access these locations and/or identify alternative opportunities for similar, high quality experiences. The team will present a ground-truthed, refined conceptual trail system at the 30% design completion stage, as well as initial cost opinions related to the specifications needed to achieve the City's goals for a diverse trail system that highlights natural assets, improves connectivity, and enhances quality of life.

The conceptual plan option will be presented to City staff and COGGS for comment prior to the first public meeting. Refinements can then be incorporated and presented to the larger community for input.



### PUBLIC MEETING #1

The Design Team will conduct a public meeting to solicit input from user groups, neighbors and other project partners on the conceptual plan. Comments gathered at this meeting will be evaluated and if they support the City's goals, they may be incorporated into the plan.

### MASTER PLAN REVISIONS

The Design Team will adjust the plan as necessary to accommodate public comment from Public Meeting #1 and from City staff and COGGS. Incorporate any additional phases that may be necessitated by plan revisions. Present draft final plan to City and COGGS for review.



### PREPARE MASTER PLAN AND MANAGEMENT NARRATIVE

The Design Team will develop a narrative for the final master plan that will include a summary of the planning process, project goals and objectives, project budget and phasing plan, and recommendations for trail management. The trail management plan will address concerns such as:

- User conflicts
- Trail etiquette
- Signage
- Safety
- Trail types
- Long term maintenance
- Invasive species management



### PUBLIC MEETING #2

The Design Team will conduct a second public meeting to present the final master plan and introduce the management plan element to the public. This meeting is mainly intended as informational only, but any last comments deemed worthy could be incorporated to develop the final version approved by the Parks Commission.

### PARKS COMMISSION APPROVAL

The Design Team will attend the Parks Commission meeting to support City staff in the presentation of the plan to Commission. We will continue to support Parks staff until the City Council passes a resolution adopting the Duluth Traverse Trail System Mini Masterplan, and an application can be made for designation as a regionally significant trail by the Greater Minnesota Regional Parks and Trail Commission.

## SECTION FIVE | PROPOSED PROJECT SCHEDULE

### PROPOSED SCHEDULE

Based on the Scope of Work outlined in Section 4, and the requirement for a completed and approved masterplan that is part of an application for designation as a regionally significant trail by the Greater Minnesota Regional Parks and Trail Commission by April 28, 2017, we propose the following schedule:

#### LEGEND



TASK PROGRESS



KEY MEETINGS



KEY DATES

	DEC 2016	JAN 2017	FEB 2017	MARCH 2017	APRIL 2017
<b>CONSULTANT NOTICE TO PROCEED</b>	★				
Kick-off Meeting					
Trail & Facility Inventory/Assessment					
Stakeholder Meetings					
Final Draft Masterplan for Comment: 3/20					
Public Meeting #1					
Public Comment Period: 3/20 - 4/03					
Finalize Plan for Parks Commission: 4/05					
Public Meeting #2 - Open House					
Parks Commission Approval Meeting: 4/12					
City Council Approval: 4/24					★
<b>Legacy Application Deadline: 4/28</b>					★

**PROPOSED FEE**

Based on the Scope of Work outlined in Section 4, we are proposing the following fee breakdown.

SCOPE ITEM	% of Time Balance Confluence - Subs	HOURS	FEE
KICK-OFF MEETING - 4 HRS	60 - 30	12	\$1,200.00
STAKEHOLDER MEETINGS - 2 DAYS	50 - 50	48	\$4,800.00
(2) PUBLIC MEETINGS - 4 HRS EACH	90 - 10	32	\$3,200.00
PARKS COMMISSION MEETING	100 - 0	4	\$400.00
DESIGN TEAM MEETINGS	50 - 50	36	\$3,600.00
<b>SUBTOTAL</b>			<b>\$13,200.00</b>
FIELD INVENTORY	15 - 85	80	\$8,000.00
OFFICE MAPPING	30 - 70	56	\$5,600.00
<b>SUBTOTAL</b>			<b>\$13,600.00</b>
DESIGN	40 - 60	80	\$8,000.00
MANAGEMENT PLAN	25 - 75	120	\$12,000.00
PRODUCTION	95 - 5	80	\$5,200.00
<b>SUBTOTAL</b>			<b>\$25,200.00</b>
BUDGET / PHASING	50 - 50	40	\$4,000.00
<b>SUBTOTAL</b>			<b>\$4,000.00</b>
<b>TOTAL FEE</b>			<b>\$56,000.00</b>
REIMBURSABLES @ 12%	30 - 60		\$6,912.00
<b>GRAND TOTAL</b>	<b>56% - 44% overall scope</b>		<b>\$62,912.00</b>

*\*Hourly rates for the team members vary. For purposes of calculating the fee, an average hourly rate of \$100 was utilized.*

**SCOPE ITEMS AND ROLES:**

Confluence, Kay-Linn, and Applied Trails Research are approaching the project in a collaborative manner that utilizes each of our team member's strengths to provide the highest quality product for Duluth. Confluence, as the Twin Cities based firm, will provide overall project management, public facilitation lead, and develop the final document. Kay-Linn | Applied Trails Research are the team's technical experts and will provide the bulk of their work in the front end with Field Inventory and Mapping, stakeholder facilitation (taking advantage of their recent relationships), and technical input on trail design and maintenance. Confluence will work with our subs to integrate their technical analysis and input into a highly accessible, graphic, and engaging document for future use.

**KICK-OFF MEETING** – Confluence and Kay-Linn will be the facilitators of this meeting to establish the project goals, lines of communication, scheduling and deliverables. A four-hour meeting was planned for in the schedule.

**STAKEHOLDER MEETINGS** – Confluence and Kay-Linn will be the facilitators for this series of one-hour meetings with user groups identified in the kick-off meeting. Two days of meetings were planned for in the schedule.

**PUBLIC MEETINGS** – Confluence will facilitate the public meetings with assistance from City of Duluth. (2) four-hour public meetings were planned for in the schedule.

**PARKS COMMISSION MEETING** – Confluence will facilitate a workshop with the Parks Commission that presents analysis findings and master plan draft, as well as garnering their input and feedback.

**CITY COUNCIL APPROVAL** – Confluence will assist the City of Duluth in providing materials necessary to receive City Council Approval.

**FIELD INVENTORY, DESIGN, TEAM MEETINGS** – Kay-Linn and Applied Trails Research will be heavily involved in these scope items. They plan to spend a week in Duluth when they will inventory facilities and existing conditions, meet with the City to discuss issues, meet with the team to do conceptual planning. Confluence will provide field assistance and also be involved in the conceptual planning and design discussions. KL and ATR will provide conceptual alignments that Confluence will produce plan graphics from.

**OFFICE MAPPING** – Applied Trails will be very involved in this item with assistance from Confluence.

**MANAGEMENT PLAN** – Kay-Linn and Applied Trails will be heavily involved in this component providing content for inclusion in the final document with assistance from Confluence.

**PRODUCTION** – Confluence will produce the presentation graphics and master plan documents.

**BUDGET / PHASING** – Confluence and Kay-Linn will use their knowledge of construction and budgeting on this item.

**GREATER MINNESOTA REGIONAL PARKS AND TRAIL COMMISSION APPLICATION** - Final master plan that meets requirements for a successful application for regionally significant trail.