

BILL NO. 437

ORDINANCE NO. 418

INTRODUCED BY: Trustees Whitmore, Slama, Fortune, Young and Graves

AN ORDINANCE APPROVING AN AGREEMENT BETWEEN THE VILLAGE OF TWIN OAKS AND BFA, INC. FOR PROFESSIONAL SERVICES FOR THE VILLAGE OF TWIN OAKS 2013-2014 PARK PLANNING GRANT.

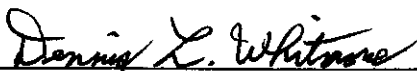
BE IT ORDAINED; by the Board of Trustees of the Village of Twin Oaks, St. Louis County, Missouri, as follows:

Section 1. An Agreement with BFA, Inc., for Engineering and Management Services as attached hereto as Exhibit "A" and incorporated in this ordinance by reference.

Section 2. The total cost of said services shall not exceed **\$8,000** per the quoted price in Exhibit "A". The Village Clerk/Controller shall not allow work on the project to begin until adequate proof of insurance coverage has been received from the contractor.

Section 3. This Ordinance shall be in full force and effect from and after its passage, as by law provided.

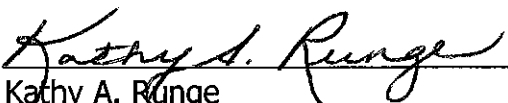
PASSED and APPROVED this 5th day of February, 2014.



Dennis L. Whitmore
Chairman-Board of Trustees

ATTEST:

First Reading: 2-5-2014



Kathy A. Runge
Village Clerk

Second Reading: 2-5-2014

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December 2, 2013

Ms. Kathy Runge, Village Clerk
Village of Twin Oaks
1393 Big Bend Blvd, Ste. F
Twin Oaks, MO 63021

RE: Proposal for Engineering and Management – 2014 Park Planning Services

Dear Ms. Runge:

BFA, Inc. (BFA) is submitting this proposal to provide Professional Services for the above project. BFA's general scope of work is to assist the Village of Twin Oaks in the development of a plan for improvements to Twin Oaks Park, which include additions and improvements to the existing trail system and natural amenities. BFA will perform these services for a fee of **\$8,000.00**

The items below provide a general listing of the anticipated work services and deliverables to be provided during this project. Client-desired items not listed, should be **clarified in writing**, in order to prevent conflicts of anticipated scope and fees during the project.

PROJECT UNDERSTANDING

The Village of Twin Oaks desires to apply for a St. Louis County Municipal Park Planning Grant for the upcoming December 2013 grant. As such, BFA, Inc. (acting as the Village's Engineer on this project) has been requested to submit a fee proposal to the Village in response to the upcoming application which is due December 13th. In cooperation with BFA, Inc., Gateway Design Studio, Inc. has been invited to team with BFA, Inc. on this proposal

Twin Oaks Park is in need of an inventory and assessment of the existing woodland preserve area (North Woods) and nature trail system located at the northeast section of the park. In addition, the study is to include evaluations and recommendations for storm water mitigation and erosion control on and off the property.

As part of a previous proposal report prepared by BFA, Inc., the concept plan calls for a new porous pavement trail system in order to collect, store and disperse the on and off-site

drainage flow which impacts the overall site. The storm water recommendations call for the existing creek to be improved with check dams and bio swale treatments so as to further reduce the downstream drainage impact to the park.

Further recommendations from the BFA proposal call for an enhanced offsite bio-feature area, which is currently the existing detention basin located on the Presbyterian Church property to the north. BFA concepts recommend reforestation of the area north of the basin along with naturalization of the basin and introduction of native, riparian plant material. Plans for this offsite improvement are currently being discussed with MoDOT, the church, and BFA, Inc. and are not part of this study - however, we recommend that there should be some mention and schematic depiction of this future plan as part of the North Woods inventory and needs assessment study.

As part of this project, concept design recommendations will be provided by BFA and GDS for the trail system layout, creek improvements, site furniture (such as park benches and trash receptacles), signage, and native landscape/vegetative remediation of the woodland and creek area.

The goal is to create a needs assessment report and conceptual master plan which will serve as a guideline for improvements to this area of the park, as well as a supportive document for applying for future grant applications. All the above mentioned improvements are contingent upon public input from the residents and future grant funding.

PARK PLANNING ASSISTANCE SERVICES

It is anticipated that BFA will team with Gateway Design Studio, GDS (Patrick Worzer – RLA, ASLA) in providing the planning assistance for this effort. The team is expecting to provide the following services and deliverables as outlined in the Municipal Park Grant Commission Planning Grant Guidelines:

- *Initial basic assessments* – (Estimated time to complete: 30 days) – Team will review existing Park and Village Master Plans and other information in order to develop a plan consistent with those ideas and current Village goals.
- *2 meetings with the community* – (Estimated time to complete: 90 days) – Team will develop sketches and lead/coordinate public information meetings to gain input and opinion. It is anticipated the first meeting will provide different options for discussion and the second meeting will develop an option in more detail. Additional work anticipated to prepare and facilitate these meetings include:
 - Sketches and Drawings
 - Cost Estimates
- *Written analysis and recommendations* – (Estimated time to complete: 30 days after final community meeting) – Final written report of the Planning Work to include background information, proposed plan ideas, community input, updated plan ideas, cost estimates, and final schematic plan drawing.

CONTRACT AND BILLING

The Village of Twin Oaks will be billed a total amount of \$8,000.00 according to the following milestones:

- \$3,000.00 – After 1st community meeting is completed.
- \$2,000.00 – After 2nd community meeting is completed.
- \$3,000.00 – Upon delivery of Final Report

Please provide formal authorization for us to begin work on this project by signing below and returning this document to us.

We are excited for the opportunity to work with you on this project. Please feel free to contact Wes Theissen at any time if you have questions about our services and/or this proposal.

Thanks,

Raymond H Frankenberg II 12/2/13
 Raymond H Frankenberg, II Date
 President – BFA, Inc.
 800-455-4751
mail@bfaeng.com

CLIENT ACCEPTANCE OF PROPOSAL FOR PROFESSIONAL SERVICES

Authorized Representative Name and Title: Kathy A. Runge, Village Clerk

Signature: Kathy A. Runge

Company/Entity Name: Village of Twin Oaks

Date: 2-5-2014