



Clallam County Parks, Fair & Facilities Department

223 E. Fourth St., Suite 7
Port Angeles, WA 98362

August 29, 2024

To: Clallam County Park Board

A regular meeting of the Clallam County Park and Recreation Advisory Board will be held in the Board of Commissioners Meeting Room in the Main Courthouse Building on **Tuesday, September 3, 2024, at 5:30 p.m.**

*****Attention*****

Park and Recreation Advisory Board meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: **886 7385 6927** and passcode: **12345**

If you would like to participate in the meeting via Zoom video conference, visit www.zoom.com and use meeting ID: **886 7385 6927** and passcode: **12345**

This meeting can be viewed on a live stream at this link: <https://clallamcountywa.gov/meetings>

Public comment can be directed to the Parks, Fair & Facilities Administrative Operations Coordinator at 360-565-2659 or via email at Melissa.Earley@clallamcountywa.gov

REGULAR MEETING AGENDA

- A. Call to Order
- B. Roll Call
- C. Determination of Quorum
- D. Disposition of Minutes – August 6, 2024, Regular Meeting
- E. Correspondence Received
 - 1. Dog Waste Supplies and Receptacle at Marilyn Nelson Park
- F. Public Comment on Agenda Items – Please limit comments to 3 minutes.
- G. Unfinished Business
- H. Committee Reports
 - 1. 2027 Master Plan Team Committee Update
 - 2. Survey Results Dashboard

Direct: 360-565-2659
Main Office: 360-417-2291
Melissa.Earley@clallamcountywa.gov

I. Staff Reports

1. Grants Update
2. Parks, Fair & Facilities 5 Year Capital Plan
3. Ventek Presentation
4. Port Williams County Park Pet Waste – Update

J. New Business

1. Parks master Plan RFP & Process

- a. <https://www.nrpa.org/publications-research/best-practice-resources/creating-equity-based-system-master-plans/>
- b. RFP Template

K. Board Member Comments

L. Public Comments on Non-Agenda Items – Please limit comments to 3 minutes.

M. Adjournment



CLALLAM COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT
COUNTY COURTHOUSE
223 E. 4TH ST., SUITE 5
PORT ANGELES, WA 98362-3015
PHONE: (360) 417-2308
FAX: (360) 417-2443
GEORGE.BAILEY@CLALLAMCOUNTYWA.GOV

BRUCE EMERY, DIRECTOR

August 23, 2024

UPDATE PRESS RELEASE

George Bailey, Clallam County Fire Marshal, is announcing that a county-wide burn ban has been modified to permit small recreational campfires in established fire rings, and the use of charcoal grills on private property and in campgrounds.

This only applies to unincorporated Clallam County as the Washington State Department of Natural Resources still prohibits their use on their land until September 30, 2024. The National Forest and National Parks regulate their land independently from our jurisdiction so check with them for their requirements.

Campfires are limited to 3' diameter and 2' in height, no bonfires or any other open burning of any kind is allowed until primary Burn Ban is lifted.

This decision was made based on current rainfall/humidity conditions that have slightly eased the fire danger in Western Washington.

Yesterday, the DNR reduced the fire risk level for the central lowlands from very high to high. That is the threshold I follow for allowance of recreation campfires and use of charcoal grills. The burn restrictions will remain in effect until October 1, 2024.

The Clallam County Fire Marshal's office works closely with local fire districts and local fire departments, and strongly urges all county residents and property owners to be attentive to the condition of their properties through proactive fire prevention measures.

Thank you,

George Bailey
Clallam County
Fire Marshal

Earley, Melissa

E 1

I 4

From: Garcelon, Jennifer
Sent: Wednesday, August 21, 2024 1:24 PM
To: Crawford, Donald
Cc: LoPiccolo, Kevin
Subject: RE: Port Williams Pet Waste Issue Response

Hi Don,

We are pleased and excited to work with Parks and Facilities on our shared goal to reduce pet waste at Port Williams.

We can fund the development and construction of a pet waste sign for up to \$900. Please send a copy of the design before construction.

Thank you for reaching out to improve water quality in Clallam County.

Jennifer

Jennifer Garcelon, REHS, MPH
Environmental Health Director
360-417-2347

Always working for a healthier Clallam County!

Go to our website: [Environmental Health](#)

From: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Sent: Wednesday, August 14, 2024 10:44 AM
To: Garcelon, Jennifer <jennifer.garcelon@clallamcountywa.gov>
Cc: LoPiccolo, Kevin <kevin.lopiccolo@clallamcountywa.gov>
Subject: Port Williams Pet Waste Issue Response

Jennifer,

Thank you for your time and understanding during our recent call. I am aware of the frustrations you have experienced with the parks department regarding the Port Williams pet waste issue. I want to reassure you of our renewed and unwavering concern about this issue. We are committed to actively coordinating with your department to achieve our shared goal of significantly reducing pet waste at Port Williams.

Specifically

We want to reinstall a pet waste baggy and disposal station. We are aware of several logistical issues to address with this implementation, but again, we are committed to finding a durable solution. Right now, Parks does not have funding for this equipment and will be grateful for any help you may offer. We can perform the installation in-house with the labor existing budget.

I have a quote for constructing and installing an extra-large 3' X 4' responsible pet owner advocacy sign at Port Williams. The materials utilized for the signage are essentially from documents your department developed and are online. Designing and constructing the sign is roughly \$800-900. We can perform the installation in-house with the existing labor budget. Would you be able to fund this project?

I am sorry that I am essentially asking you to fund the initiative. Parks has recently been inundated with complaints, and I haven't funding to address them. I assure you Parks will do its part in the future to advocate for change and I hope we can forge a solid, ongoing relationship.

R.Donald Crawford, CGM

Director

Clallam County

Parks, Fair, & Facilities Department

223 East Fourth Street, Suite 7

Port Angeles, WA 98362-3000

360.797.8283 cell



I. 2

CLALLAM COUNTY
CAPITAL OUTLAY PLANNING REQUESTS--5 YEAR PLAN (2025-2029)

FUND/DEPARTMENT:

30501.911--Parks and Facilities - Capital Projects

30101.911 -- Parks and Facilities - REET I

PROJECT APPROVED IN 2024 BUDGET- ENTER ANY CARRY OVER AMOUNT IN 2025 (IF ANY)

NOTE: PLEASE ONLY SCHEDULE CAPITAL REQUESTS OF \$5,000 OR MORE

PRIORITY RANKING LEGEND:	
1	Critical Need--Item request vital to ability to operate and/or provide key services; if item is replacement of existing asset, existing capital item being replaced has failed or is expected to fail within next 12 months
2	High Need--while not critical now, item is important for effective delivery of services and operations; if replacing an existing capital item that is near/at end of its life, anticipate item will become a Critical Need within next 18-24 months
3	Moderate Need--while operations and services can continue without undue burden in the near term if approval of item request is deferred, item/project need will likely become high in 3-5 years and will need to be addressed.

		PROPOSED FUNDING SOURCE				YEAR/S OF CAPITAL OUTLAY					REQUEST JUSTIFICATION/COMMENTS (include a brief description describing the item/project, why it is needed, how you propose the request will be funded (Grants, REET, etc--if from grants, please specify grant resources available/secured and if any ongoing new costs will be required under grant), and how amount was estimated if no quote was obtained.		
PRIORITY RANKING	FUND/ DEPARTMENT	CAPITAL ITEM OR PROJECT DESCRIPTION	AMOUNT OF REQUEST	GENERAL FUND	OTHER FUND RESERVES	GRANT/ NEW FUNDING	2025	2026	2027	2028	2029	TOTAL	
3	00100.911--General Fund--Parks and Facilities	RV Bunk House Model - Robin Hill Farm Park location	\$ 55,000	\$ 55,000			\$ -			\$ 55,000		\$ 55,000	Provide housing for 2 seasonal technicians at Robin Hill Farm Park, including utility access. (During 2024 budget prep, request changed to priority to 3 and pushed 2028. RT)
1	30501.911--Parks and Facilities - Capital Projects	Camp David Jr. Lodge Painting	\$ 50,000	\$ 50,000			50000					\$ 50,000	The Lodge is in need of repainting. Many areas of the building are difficult to access for maintenance staff and require specialized equipment and expertise to accomplish in a safe manner.
2	30501.911--Parks and Facilities - Capital Projects	Art Barn Interior Structure Upgrades	\$ 125,000	\$ 125,000				\$ 125,000				\$ 125,000	Remove dividing walls/repair bracing of rafters/improve lighting/ improve ventilation/ paint interior. Move to 2026
2	30501.911--Parks and Facilities - Capital Projects	Dungeness Campground Shower Upgrades	\$ 35,000	\$ 35,000			\$ 35,000					\$ 35,000	Replace old water heaters with on demand system/ Replace shower timers/ Replace door locks. This would be the cost to do two shower buildings.
2	30501.911--Parks and Facilities - Capital Projects	Replace Failed Pile At Lake Pleasant	\$ 140,000	\$ 30,000		\$ 110,000	\$ 140,000					\$ 140,000	Pile Need To Be Replaced Due To Aging And No Longer In Place. There Is No Place To Tie Your Water Craft Once In The Water.
2	30501.911--Parks and Facilities - Capital Projects	Replace Rotting Pile At Camp David JR	\$ 140,000	\$ 140,000				\$ 140,000				\$ 140,000	Pile Need To Be Replaced Due To Aging /Rotting In Place. There Is No Place To Tie Your Water Craft Once In The Water. These Docks Are Also Used By Users Of The Park For Other Water Activities. Increase project by 20,000
3	0	Robin Hill Master Plan	\$ 50,000	\$ 50,000					\$ 50,000			\$ 50,000	Develop All New Master Plan for Park Operations & Planning, Including Forestry Plan/ Move to 2027
1	0	Replace Out Of Order Vault Toilet	\$ 125,000	\$ 125,000			\$ 125,000					\$ 125,000	Replace Aged Out Pit Toilet At Freshwater Bay Boat Launch With New CXT Unit. Old unit has Crack In Tank and lets in ground water.
1	0	Park Master Plan	\$ 120,000	\$ 120,000			\$ 120,000					\$ 120,000	Develop All New Master Plan for Park Operations & Planning. This is for the entire Parks department, and per meeting with Facilities, bring request up to 2025 - Roads ODT funding needs a Master Plan, and can't pursue RCO & other grants without projects being included in a Parks Master Plan that is redone every 5 years. RT
3	30101.911--Parks and Facilities - Real Estate Excise Tax Projects	Parks-Dungeness Recreation Area Site Improvements	\$ 1,200,000		\$ 1,200,000		Push to 2026	\$ 200,000		\$ 1,000,000		\$ 1,200,000	Improvements to include trail additions, improving day use sites, resurfacing camp loops, new entry, additional parking, improve restroom facilities. (Because Roads project for road relocation is scheduled for 2024/2025, adding in a budget amount for this project for 2024 to trench, lay conduit, and backfill for future utilities and park expansion. RT)

CLALLAM COUNTY
CAPITAL OUTLAY PLANNING REQUESTS--5 YEAR PLAN (2025-2029)
FUND/DEPARTMENT:

30501.911--Parks and Facilities - Capital Projects
30101.911 -- Parks and Facilities - REET I

PROJECT APPROVED IN 2024 BUDGET - ENTER ANY CARRY OVER AMOUNT IN 2025 (IF ANY)

NOTE: PLEASE ONLY SCHEDULE CAPITAL REQUESTS OF \$5,000 OR MORE

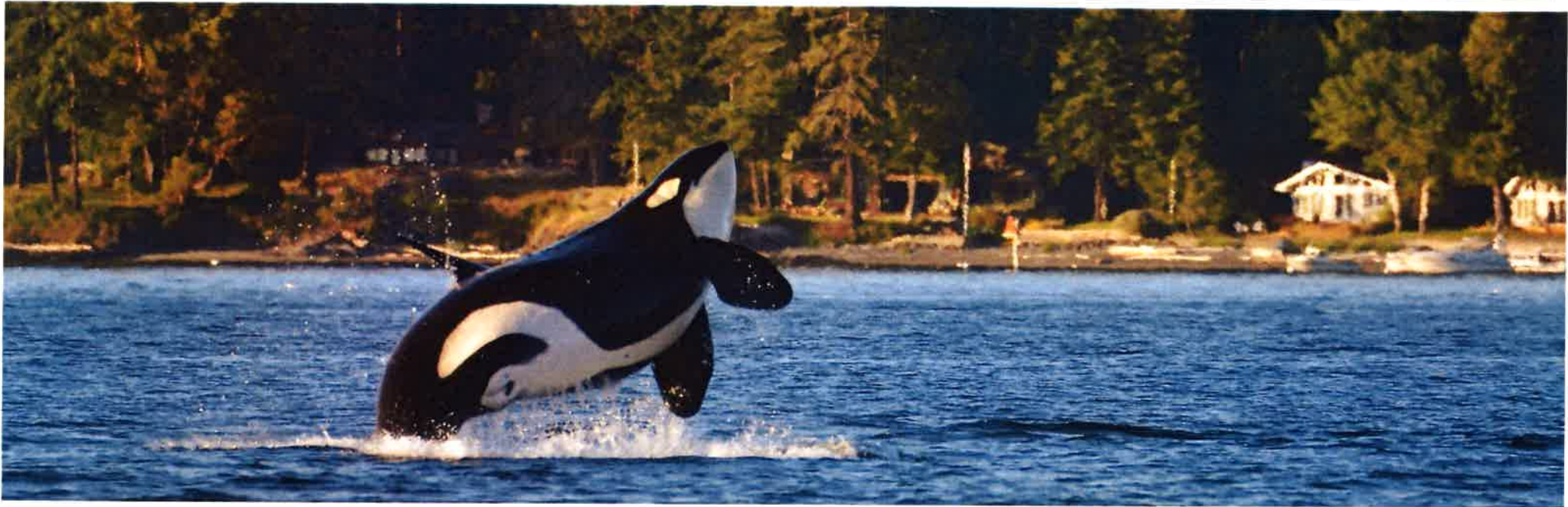
PRIORITY RANKING LEGEND:

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PRIORITY RANKING	FUND/ DEPARTMENT	CAPITAL ITEM OR PROJECT DESCRIPTION	AMOUNT OF REQUEST	PROPOSED FUNDING SOURCE			YEAR/S OF CAPITAL OUTLAY						TOTAL	REQUEST JUSTIFICATION/COMMENTS (include a brief description describing the item/project, why it is needed, how you propose the request will be funded (Grants, REET, etc--if from grants, please specify grant resources available/secured and if any ongoing new costs will be required under grant), and how amount was estimated if no quote was obtained.
				GENERAL FUND	OTHER FUND RESERVES	GRANT/ NEW FUNDING	2025	2026	2027	2028	2029			
3	30101.911--Parks and Facilities - Real Estate Excise Tax Projects	Parks-Lake Pleasant Playground Equipment	\$ 85,000		\$ 85,000			\$ 85,000				\$ 85,000	Replace aging play equipment to meet current accessibility and safety requirements.	
3	30101.911--Parks and Facilities - Real Estate Excise Tax Projects	Costs To Design, Engerneer And Install 15 New RV Camp Sites At Salt Creek Campground	\$ 150,000		\$ 150,000			\$ 150,000				\$ 150,000	Installing 15 More Camp Site Will Generate More Revenue And Provide The Neede Space For A Very Popular Campground	
3	30101.911--Parks and Facilities - Real Estate Excise Tax Projects	Costs To Design, Engerneer The Possibility of Reopening Pillar Point as a Campground	\$ 350,000			\$ 350,000				\$ 350,000		\$ 350,000	Adding a Much Needed Campground For The West End County Residents At This Site.	
3	30101.911--Parks and Facilities - Real Estate Excise Tax Projects	Costs To Obtain Land for Furture Park Development	\$ 200,000		\$ 200,000			\$ 200,000				\$ 200,000	Develop Outdoor Recreation programs, When Funding is Available. Develop Park And Recreation That Meets The Needs Of Our County Citizens	
3	30101.911--Parks and Facilities - Real Estate Excise Tax Projects	Old Clallam Bay Caretakers Light House "Slip Point"	\$ 325,000			\$ 325,000	\$ 325,000	Don would like to move this up 2025				\$ 325,000	Sheriff Would like Facilities To Do Much Needed Maintenance To The Coast Guard Owned Propertiess At Clallam Bay - Brownfield Grant?	
TOTAL CAPITAL OUTLAY REQUES			\$ 3,240,000.00	\$ 820,000	\$ 1,635,000	\$ 785,000	\$ 885,000	\$ 550,000	\$ 400,000	\$ 1,405,000	\$ -	\$ 3,240,000		
TOTALS BY PRIORITY RANKING:														
1			\$ 385,000	\$ 385,000	\$ -	\$ -	\$ 385,000	\$ -	\$ -	\$ -	\$ -	\$ 385,000		
2			\$ 440,000	\$ 330,000	\$ -	\$ 110,000	\$ 175,000	\$ 265,000	\$ -	\$ -	\$ -	\$ 440,000		
3			\$ 2,415,000	\$ 105,000	\$ 1,635,000	\$ 675,000	\$ 325,000	\$ 285,000	\$ 400,000	\$ 1,405,000	\$ -	\$ 2,415,000		
TOTAL			\$ 3,240,000	\$ 820,000	\$ 1,635,000	\$ 785,000	\$ 885,000	\$ 550,000	\$ 400,000	\$ 1,405,000	\$ -	\$ 3,240,000		



CLALLAM COUNTY
Washington



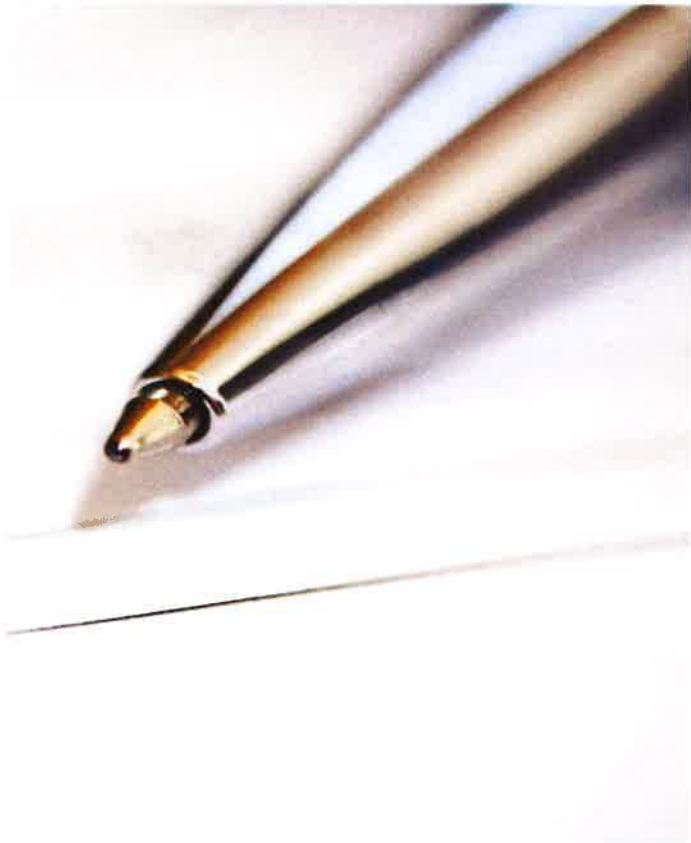
AUTOMATED FEE MACHINES
Clallam County, Washington
Parks, Fair, & Facilities Department
Salt Creek and Dungeness Recreation Areas

Presentation By: VenTek International
Victoria Iacovetto
Date: July 10, 2024



Product Overview
70 years of innovation
**More than just Fee
Collection**

Agenda



Introductions

History and Experience

Solutions

Automated Fee Machine Functionalities, Capabilities, and Components

Season Passes

venMOBILE

PCI & Credit Card Processing

System Software/ Operations and Reporting

Client Services

Site Prep

Questions and Answers

VenTek History

Established in San Francisco in 1954

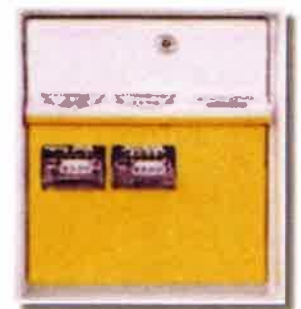
Same Ownership for 20 year

Developed First Mechanical
Ticket Dispenser

Industry Firsts Introduced by VenTek:

- Electronic Bill Validation
- Digital Cellular Connectivity
- Direct Interface with Credit Card Processor
- Debit PIN-based Payment Interface
- First EMV-Certified Provider of Unattended Fee Equipment in the USA
- First Bill Dispensing Pay Station
 - Only Change Giving
- First Mobile Pay Station

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VENTEK INTERNATIONAL

Locations

Petaluma, CA

Corporate Headquarters & Main Production Facility

Birmingham, AL

Factory Service Location

Boston, MA

Factory Service Location

Vancouver, BC

Factory Service Location

Denver Colorado

Factory Service Location



Authorized Service Locations

Hartford, CT

Authorized Service Location

Irvine, CA

Authorized Service Location

Seattle, WA

Authorized Service Location

Sedona, AZ

Authorized Service Location

Experience

Over 5,000 pay stations, supported through out North America.



US Army Corps of Engineers



Parks, Recreation and Historic Preservation



- National Parks
 - 131 AFMs
- US Army Corps of Engineers
 - 493 AFMs
- US Forest Service
 - 154 AFMs
- US Fish and Wildlife
 - 6 AFMs
- US Bureau of Land Management
 - 11 AFMs
- US Bureau of Reclamation
 - 4 AFMs
- 11 State Systems

Amistad
Bandelier
Chattahoochee
Chickamauga
Chickasaw
Chaco Cultural
Craters of the Moon
Glen Canyon
Grand Canyon
Grand Tetons
Haleakala
Hot Springs
Indiana Doons
Kennesaw
Kings Canyon Sequoia
Mendenhall Glacier
Mount Rainer
Smokey Mountains
Christiansted, VI

Arizona State Parks
Alabama State Parks
California State Parks
Kansas State Parks
Maryland DNR
Massachusetts DCR
Nevada State Parks
New York State Parks
Washington State Parks
Wisconsin State Parks
Wyoming State Parks
Utah State Parks

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VenTek's Client Map



VENTEK INTERNATIONAL

VenTek Solutions

Multi-Functional Pay Station

- Automated Fee Machine
- Ticket Vending Machine
- Revenue Control Pay Stations
- Parking Pay Station



Mobile Permitting

System Software

- venVUE
- Payment Gateway
- Cellular Connectivity



AFM

Supported Payment Platforms

- All Forms of Cash Payment
- Credit & Debit
- Digital Coupons – 7 digit electronic codes

Change Dispensing

- Coins & Bills
- Coins or Bills
- Escrow & Recycling

Media Dispensing

Pre-encoded CR-80 Cards, Contactless Cards, Stickers

- Annual Pass
- Loyalty Cards & Stored Value Cards
- Access

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VENTAK INTERNATIONAL

AFM

Power

- AC w/Backup battery
 - 110/120V @ 15 A circuit for each pay Station
 - consumption < 20W
- Solar,
- Solar/AC Hybrid Charging Systems

Simple Design with Modular Parts

- Easy to install
- Major parts Easily replaced

Ethernet, Wi-Fi, Cellular, Satellite Supported



AFM Benefits

The fastest transaction process available

- Increased Compliance & Revenue

Familiar “ATM-style” customer interface.

- Easily Understood - Intuitive
- Large Bright Display & Large Characters

10 Gauge Stainless Steel Cabinet – 300 lbs.

- Stainless Steel locking plate

E24/7 365 days a year operation

Proven in the harshest environments



Secure and Robust: History of Operational Effectiveness in Damp Locations



City of Sausalito



Ben Davis Beach



City of Monterey

Secure and Robust: History of Operational Effectiveness in Remote & Harsh Locations



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VENTEK INTERNATIONAL



13

All In One Electronic Payment Device

State-of-the-art design

EMV-compliant

Single-piece ruggedized construction

High level of physical security and environmental protections

- IP56 rating
- IK08 rating

Android® operating system

High-integration features:

- Touchscreen interface
- Tri-mode: NFC/contactless, chip card readers, traditional Swipe
- PIN-entry support
- Dual camera imaging 2D barcode reader
- Wallet Based Payment for Apple, Samsung & Google Pay – Future Chase end of February
 - Fiserv, Elevon, FIS Worldpay to follow



PCI Compliance

Real-time, Credit Card Authorizations

Level 1 PCI-DSS Service Provider

- PCI-Certified - PCI DSS & SSF (Software Security Framework)
- 2 Security Levels to Data Center
- No Remote Access to Application or CDE on Pay Station

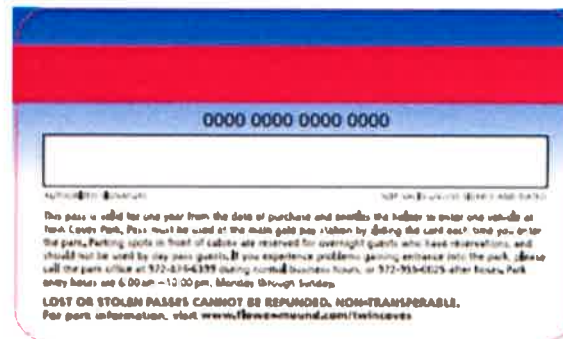
Directly Certified to Acquirers

- Automatic Electronic Payment Settlement
- Automatic Refund Processing



Season Pass

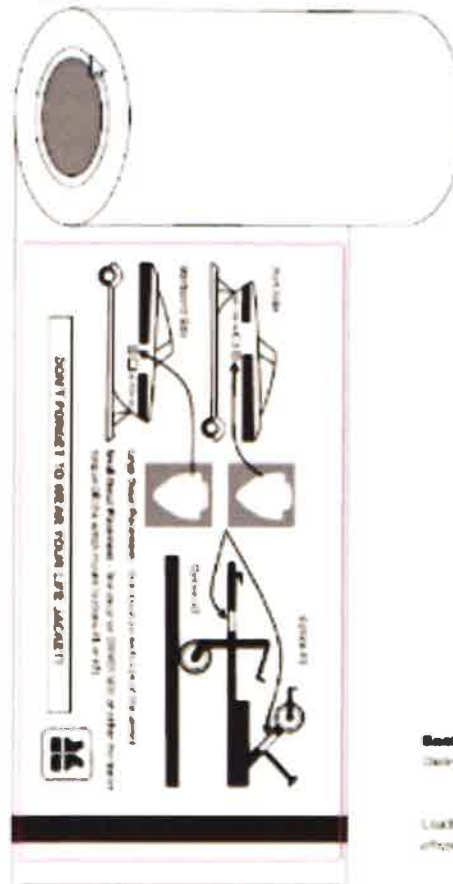
- Capability to Accept and Dispense
 - Annual Passes
 - Annual Boat Launch Passes
 - National Parks Interagency Cards



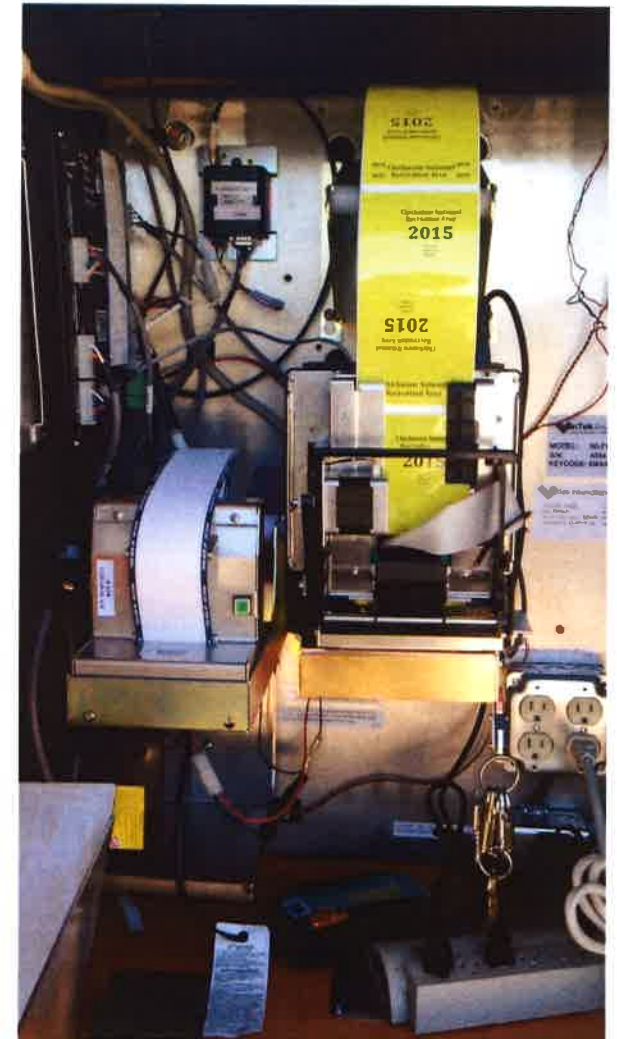
Sticker Dispensing



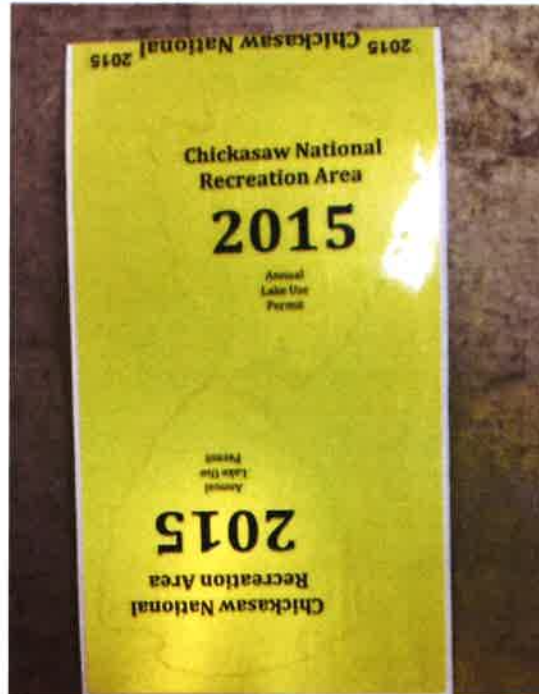
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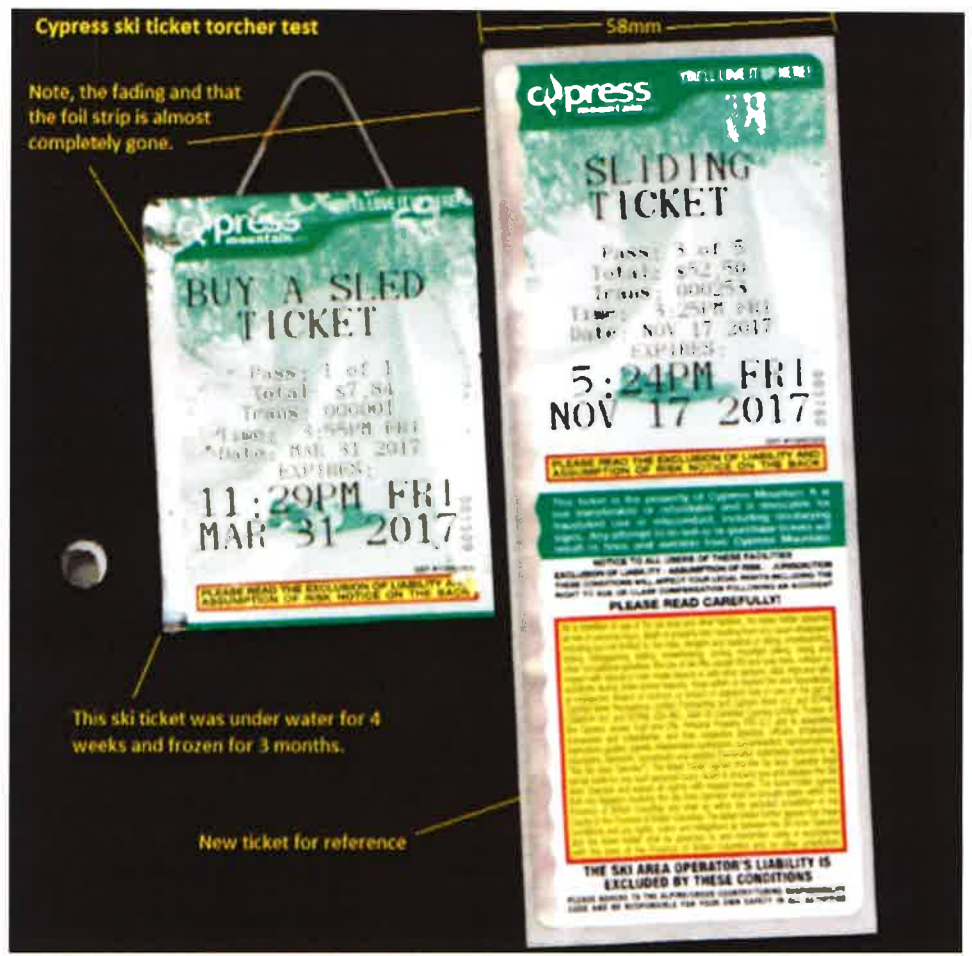
17



\$6 to \$7



\$2.50
to
\$5.00



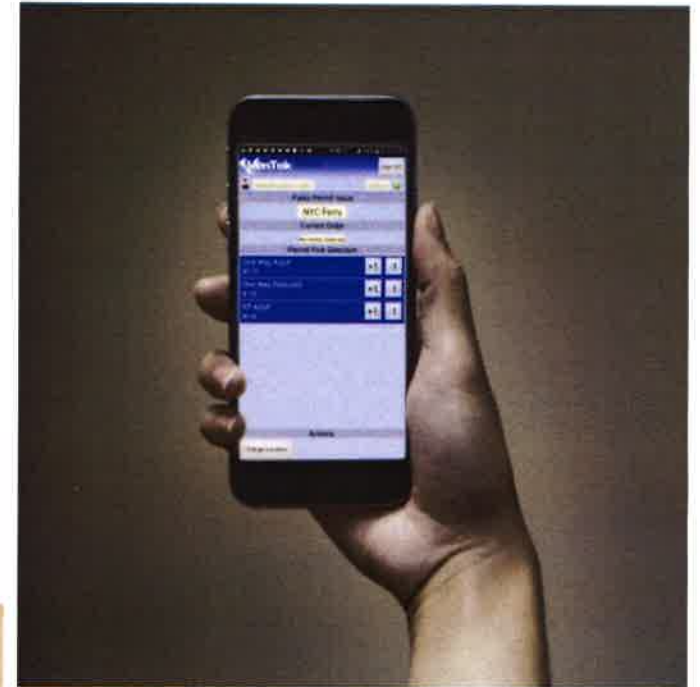
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venMOBILE

Mobile Permitting Platform

Real-time & Remote Card Processing

- Special Events
- In Office Payments
- Seasonal Support
- Move entry lanes quicker by leap-frogging



System Software

Cloud-based Enterprise Facility - Amazon Web

- PCI -DSS & SSF Secured Data Capture & Storage
- Complete duplication of networks and services
- Load balanced – 2 instances, 2 time zones

Central Communications

- Records all Sales, Audit & Status Data
- Allows for Remote Access and Configuration
- Notifications via Email/Paging Facility

Remote Rate Management - venVUE

- Incredible Flexibility in Rates - Variable Rates and Time
- Changes to Rates or Screen Flow Downloaded
 - No waiting or trips to every Machine

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VENTEK INTERNATIONAL

Amazon Web Services for VenTek Pay Stations



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Operations & Reporting

Bad Card	Credit card Detail
Coupon Balance	Daily by Product
Coupon Usage	Daily Transactions
Cash Audit	Lot Status
Cash Audit Totals	Monthly by Product
Event Status	Monthly Transactions
Rejection	Operations Summary
Transaction County	Payment Summary
Cash Transactions	Credit Card Sales
Sales Transactions	Fare Sales Summary
Park Transactions	Close Down Reconciliation
Sales Transactions by Location	Heart Beat Count
Payment Settlement	Transaction Volume

Pay Stations Verified (unavailable)

Pay Station Name: WVC Loc: Williams VC Model: M600
EUPROM ID: X010193 Mirror Ver: M0

Last Heartbeat Time: Nov 17, 2016 09:21:30
Heartbeat Interval: 60 minutes
Pay Station Time (Calculated): Nov 17, 2016 09:22:56 MST7
Today's Transaction Count: 0
Today's Transaction Value: 90.00

Details for Paystation ID: 3616593

Battery	OK	In Service, Pay Station Normal
Bill Acceptor	OK	In Service, Maintenance Required
Bill Dispenser	No Bill Dispenser	Out of Service/Error
Card Dispenser	No Card Dispenser	Out of Service, Intrusion Detected
Card Reader	OK	Offline
Cashbag	Present	Busy
Coin Acceptor	No Coin Acceptor	Unknown (Disabled, Insecure)
Configuration	OK	
Controller	OK	
Database	OK	
Door	Closed	
Mapper	No Mapper	
Intrusion	No Intrusion	
Keyboard	OK	
LED Configuration	OK	
LCD	OK	
Printer	OK	
Status	In service, Paystation Normal	
Temperature	OK	

Rate Table: [GRCA_WilliamsVC_FeeFree_401](#)

Client Support

Self Maintain, On-Demand Assistance
or Complete Onsite Service

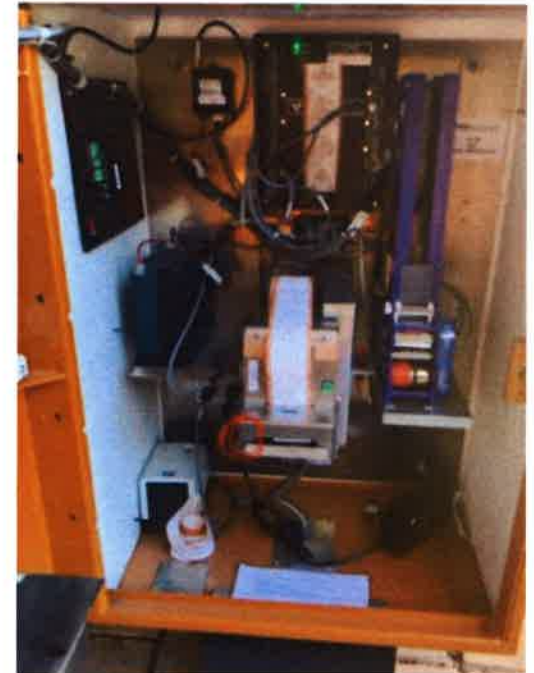
Preventative Maintenance Service

97% Customers Self Maintain

On-site Training Programs for
Maintenance

Easy to Maintain

All Support Calls Handled by US-
Based VenTek Technicians



Summary



Easy to Operate & Maintain Cloud-based Systems

Easy & Familiar Gas Pump Style Interface

- Convenient
- Increased Compliance – Increased Revenue

The Fastest Transaction Times in the Industry

Cost Effective, Customized Solutions

Scalable Systems Supporting Future Technology

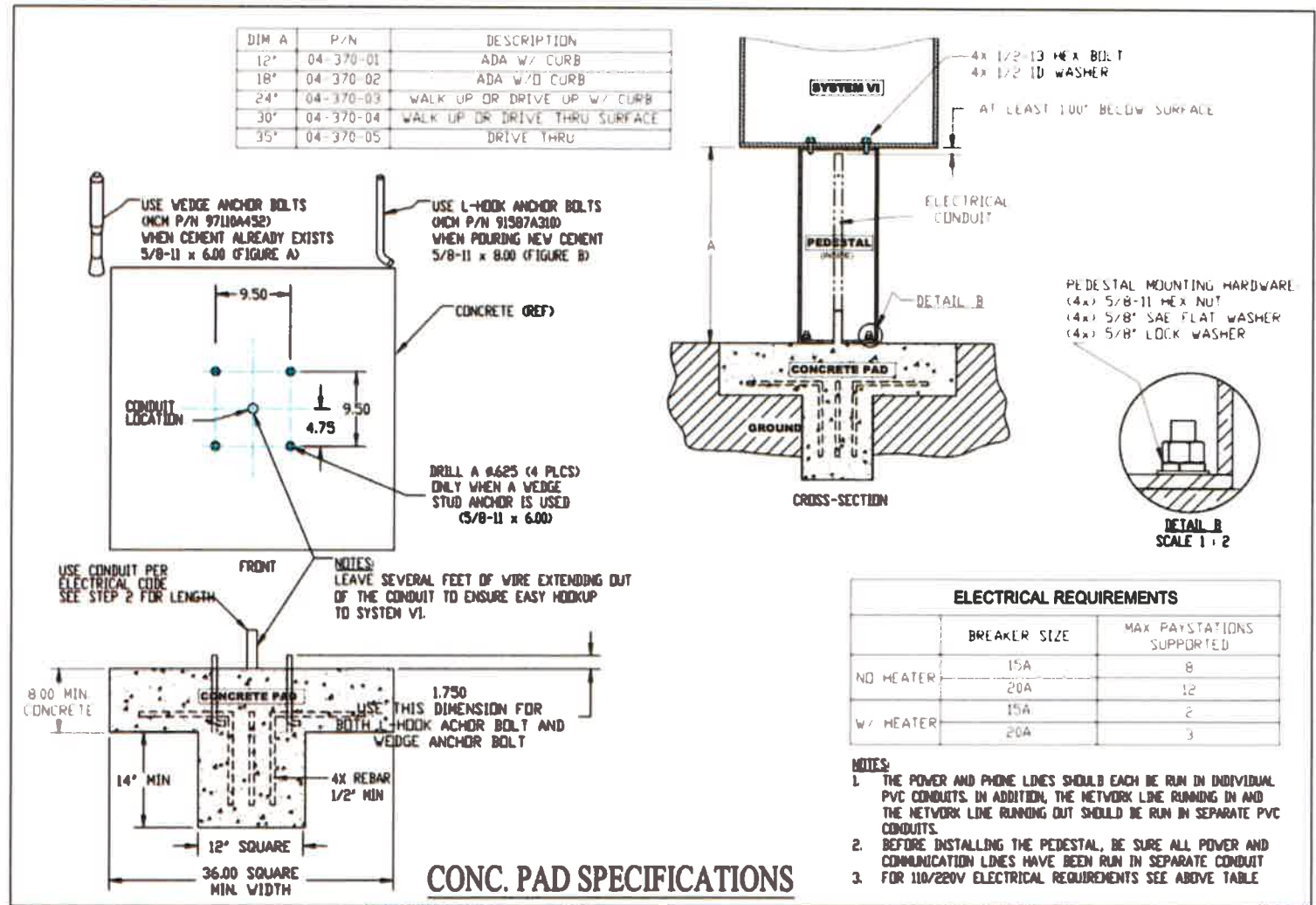
Made and Supported in the USA



Proudly Designed, Built & Supported in the USA!

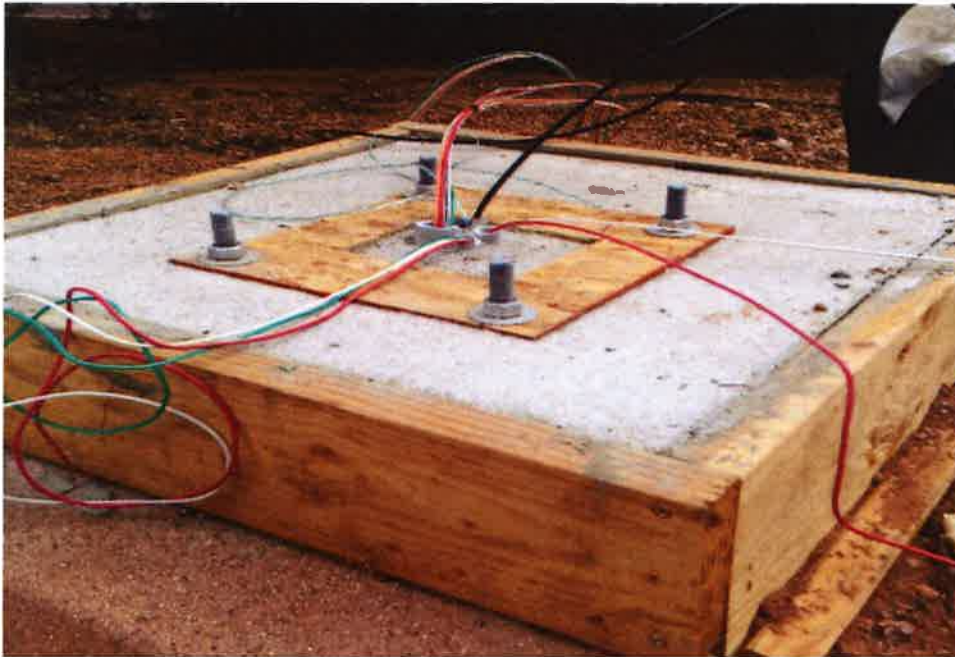


Site Prep Installation Diagram



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Site Prep



Above Ground Concrete Pad with Electrical and Data Connectivity
Most Pads will only have electrical as connectivity will be with Cellular



Inground Pad with Electrical Only

Happy Customers



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26

Great Smoky Mountains



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27

Great Smoky Mountains



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28

Maryland DNR – St. Mary's River



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Maryland DNR - Bohemia



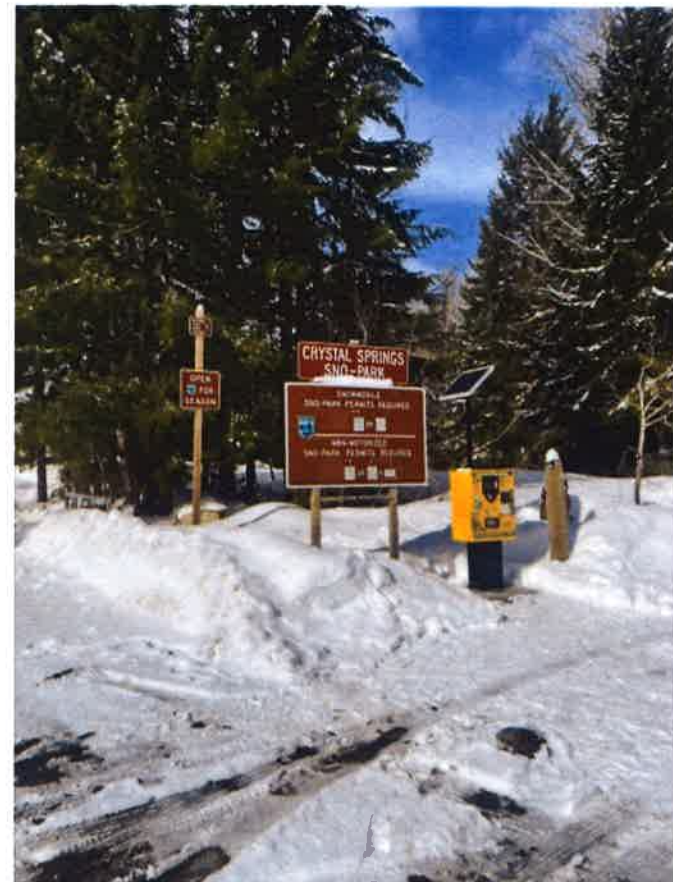
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Washington State Parks



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31

Utah State Parks



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32

Oregon State Parks



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33

Nevada State Parks Incline Village



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34

Kansas State Park

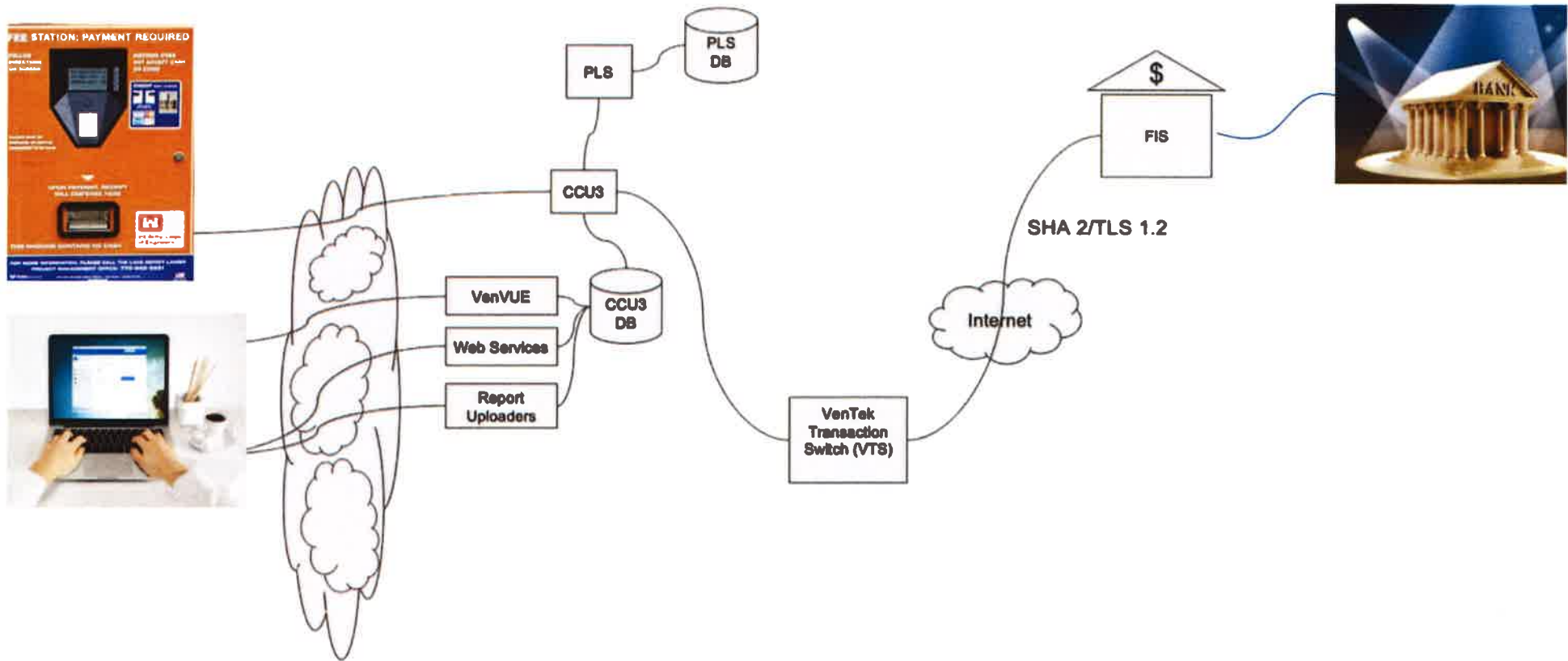


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35

Debit & Credit Card Flow



Template for Creating Your Own Master Planning Request for Proposal (RFP)

How to Use This Template

This template is a starting point for creating your own Request for Proposal (RFP) when seeking outside support on a Parks and Recreation Master Plan. Each RFP is unique to the community. Use this document as a guiding resource. Areas that are highlighted need to be personalized based on your own needs and information. "Community" is used to refer to the city, county, town, etc. Please update with the appropriate terminology for your specific agency.

Update this using your knowledge of the community, the process of getting approvals, typical timelines, etc.

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City, State

Request for Proposals

To Develop a Park and Recreation Master Plan

Due Date: Month XX, 20XX

Agency Name

Address

Invitation

[Community Name] is seeking proposals from qualified consulting firms to provide services to the community to develop a Parks and Recreation Master Plan. *[Insert mission statement of Department. If mission statement does not include mention of equity, describe commitment separately].*

The plan should create a roadmap for ensuring just and fair quantity, proximity and connections to quality parks and green space, recreation facilities and programs throughout the community now and into the future. The community is seeking a system-wide approach in order to develop goals, policies and guidelines and prioritize strategies based on current and future funding scenarios.

The Parks and Recreation Master Plan that will be created from this work will be a guiding document for future development and redevelopment of the community's system of parks and green space, recreation and programs over the next [X years].

Background

[Community Name] is located in [insert geographic context]. *[Include information on the surrounding areas, as well as any unincorporated areas. Provide descriptions of your community layout/type, including major highways that divide parts of the community, distance from other major cities or any substantial population growth or decline. This section should allow the reader to picture what your community looks like in comparison to the surrounding areas.]*

[Address what has occurred historically in this area in terms of economic, racial and social contexts. Is it agricultural or business-driven? Do you identify as rural, urban or suburban? What is causing a population growth or decrease?] Community is approximately XX square miles in size and has a population estimate of XX residents.

Demographic Data

[Use the most updated data (census, school enrollment, health department, etc.) to provide a demographic snapshot of your community, including race/ethnicity, age, income, poverty rates, languages spoken and disability rate. Also include information that you currently have available on the health, social and environmental threats that your community faces, such as rates of chronic disease, social isolation, homelessness, air and water quality, recent history and risk of natural disaster, and any major environmental hazards that exist. Note any difference in rates or exposure of these threats to particular demographic groups.]

Park & Recreation Context

[Include information on parks, green space, recreation centers and programs in your community, including number of parks, number of acres, percent of population in a 10-minute walk of a park, number and type of indoor recreation facilities and department budget. Refer to [Park Metrics](#), [Facility Market Reports](#), [ParkServe](#) and other resources.]

Project Description

[Community Name] is seeking proposals from qualified consulting firms to provide services to the community to develop a Parks and Recreation Master Plan. The community has a strong commitment to provide fair and just access to high-quality parks, green space, recreation facilities and programs for all members of the community and this master plan will help us achieve our commitment. Specifically, the consultant will collect and analyze data to develop a clear set of goals, policies and standards for the community's park system, green space, trails, recreation facilities and program development for the next [X years]. The consultant will work closely with community staff, Parks and Recreation Advisory Board, [enter other key stakeholders] in preparing the Parks and Recreation Master Plan. The consultant will create a product for distribution to the public and [insert other major deliverables, e.g.; comprehensive inventory, analysis of needs, implementation strategies.]

[Include who the plan needs to be approved by, such as an advisory board, board of commissions, city departments, mayor, etc. What is that process like in your community? Timeline?]

Scope of Work

The following are examples, replace with specific needs and wants.

Internal Assessment and Project Administration

- Provide the Parks and Recreation Advisory Board, Technical Advisory Committee, and/or Steering Committee with a presentation of your approach to the planning process and provide [X number of] progress reports.
- Co-present approach to Master Plan along with community staff to Elected Officials and provide [X number of] progress reports.
- Participate in progress meetings with the community's Project Manager as often as necessary, but not less than once per month until the final plan is approved.
- Supply the Project Manager with at least one (1) copy of all completed or partially completed products as deemed necessary by the Project Manager at least three (3) working days before each progress meeting. The Project Manager shall schedule the meetings, as necessary, at key times during the development of the Master Plan.

Community Engagement

- Identify, describe and implement a comprehensive strategy and methodology for community involvement in this Master Plan development process.
- Review existing engagement documents conducted by the park and recreation department or other departments to compile available information about community needs. Summarize and identify gaps in data.

- Provide well-organized and directed activities, techniques and formats that will ensure an equitable, inclusive, open and proactive public participation process is achieved. These methods should solicit quality input from as many people as possible, including under-resourced populations and users and non-users of the services and facilities.
- Act as professional facilitators to gather specific information about services, use, preferences and any agency strengths, weaknesses, opportunities and threats.
- Provide written records and summaries of the results of all public process and communications strategies that can be shared with the public.
- Help to build consensus and agreement on the plan and if consensus is not possible, provide information for informed and equitable decision making for the Parks and Recreation Advisory Board, Technical Advisory Committee, and/or Steering Committee.

Resource and Data Collection

- Conduct analysis that considers the fair and just quantity, distribution, inclusivity, condition, cultural relevancy, connections and proximity of parks, green space, programs, recreation centers and services. Evaluation criteria should be based on the expressed values of the community and focus on improved health and environmental outcomes.
- Provide an assessment and analysis of the park and recreation department's current level of programs, services and maintenance in relation to present and future goals, objectives and directives.
- Compile an inventory and assessment of the existing parks, trails, green space and facilities in Geographic Information System (GIS). Compare to national benchmarking tools.
- Provide a community-wide statistically valid community needs assessment survey on recreation and park programs and facilities. The return rate should accurately represent a sampling of the population, including vulnerable populations, so that an analysis can be segmented by race, gender, age and other demographic groups.
- Review and interpret demographic trends and characteristics of the community, using information from the Comprehensive General Plan and other regional and local sources.

Implementation

- Develop an action plan that includes strategies, priorities and an analysis of budget support and funding mechanisms for the short-, mid- and long-term for the park system, green space, trails and recreation programs and services. The action plan should prioritize strategies by their level of impact on social, health and environmental outcomes.
- Prioritize recommendations for needs regarding land acquisition, and the development of parks, trails, green space and recreation facilities.
- Prioritize recommendations for maintenance, renovation and operations of parks, trails and recreation facilities.
- Recommend collaborative partnerships and other solutions to minimize duplications or enhance opportunities for collaborative partnerships.
- Identify areas of service shortfalls and projected impact of future trends.
- Provide useable and workable definitions and recommendations for designated park and green space with acreages and parameters defined as appropriate.

- Develop recommendations for operations, staffing, maintenance, programming and funding needs.
- Provide a clear plan for development of programming based on demand analysis.

Development of Final Plans and Supporting Materials

- The Master Plan must include written goals, objectives, policy statements, a financial and action plan that articulate a clear vision and “roadmap” and model for the park and recreation department’s future.
- A summary of existing conditions, inventories and system-wide metrics, distribution metrics, and population demographics and outcome metrics. *Refer to “System-Wide Metrics” in the Resource Guide*
- Charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences.
- [X number of] meetings with [key stakeholders] for required adoption of the Master Plan.

All proposals should include the following information:

- A Letter of Submission that includes the name, address and telephone number of the person(s) who is representing the firm.
- Background on the firm and its experience in preparing Master Plans for public agencies, as well as engagements involving communities that have characteristics similar to the community.
- A narrative that presents the services the firm would provide detailing the approach, methodology, deliverables and client meetings.
- Identification of the personnel to be assigned to this engagement, including a résumé of related experience and estimated number of hours per person.
- A timeline for preparation and implementation of the Master Plan and its components.
- A summary of liability, errors and omission insurance coverage the firm maintains.
- At least three (3) public agency references for projects of a similar nature. Include a description of the projects, including (at minimum) client, location, contact person, contact information (telephone/email address) and a brief summary of the project.
- Provide itemized project costs in a separate sealed envelope. The project cost for services should be a “not-to-exceed cost for services.”

Proposal Response

The proposal should contain all information requested and any additional information necessary to summarize the overall benefit of the proposal to the community. Proposing firms should submit the proposal no later than XX:XX x.m. on Month XX, 20XX.

Submittals should be directed to:

[Provide contact information, such as name, title, email, phone number and address.]

This solicitation does not commit the community to award a contract, to pay any cost incurred with the preparation of a proposal, or to procure or contract for services or supplies. The community reserves the

right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part of this proposal process if it is in the best interest of the community. Following contract negotiations, prospective consultants may be required to submit revisions to their proposals. All proposers should note that any contract in accordance to this proposal is dependent upon the recommendation of the community staff and the approval of [the City Council].

Project Budget Range

A budget of \$XX,XXX-XXX,XXX has been established for this project.

Preliminary Project Schedule

The following tentative schedule is anticipated for selection, contract negotiations and contract award.

- Proposals due Month XX, 20XX.
- Proposal review and interviews to take place Month XX, 20XX.
- Contract award expected in Month Year
- The Master Plan associated with this proposal will commence on or about Month XX, 20XX.
- The timeline that is projected for the preparation and completion of the Parks and Recreation Master Plan is nine (9) months from the City Council award date. (Note: If no needs assessment survey is required, this timeline may shorten by two (2) months).