



COMMUNITY SERVICES/RECREATION SUBCOMMITTEE AGENDA

SUBCOMMITTEE MEMBERS

PENNY LILBURN, MEMBER

JODY SCOTT, MEMBER

SPECIAL MEETING

Tuesday, September 14, 2010

4:00 P.M.

City Hall

Upright Conference Room

27215 Base Line

Highland, California

CITY OF HIGHLAND MISSION STATEMENT

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

Visit the City's Website at: www.ci.highland.ca.us

City of Highland, 27215 Base Line, Highland, CA 92346; (909) 864-6861; FAX (909) 862-3180

THE CITY OF HIGHLAND COMPLIES WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF YOU REQUIRE SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CALL THE CITY CLERK'S OFFICE AT (909) 864-8732, EXT. 226 AT LEAST 48 HOURS PRIOR TO THE MEETING.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the [legislative or other body] less than 72 hours prior to that meeting are available for public inspection at Highland City Hall, 27215 Base Line, Highland, during normal business hours.

Penny Lilburn, Member

Jody Scott, Member

COMMUNITY SERVICES/RECREATION SUBCOMMITTEE

September 14, 2010 – 4:00 p.m.

CALL TO ORDER

ITEMS

1. Approve Minutes of January 08, 2008

ACTION:

2. Professional Services Contract with Hogle-Ireland to assist with City's "Parks and Recreation Master Plan"

ACTION:

ADJOURN

I, Elena Rodrigues, Administrative Assistant III, to the City of Highland, California, certify that I caused to be posted this Agenda on the 9th of September 2010, by 5:00 p.m. in the following designated areas:

City Hall
27215 Base Line

Highland Branch Library
7863 Central Avenue

Highland Police Station
26985 Base Line



Elena Rodrigues, Administrative Assistant III

MINUTES
COMMUNITY SERVICES SUBCOMMITTEE
REGULAR MEETING
January 08, 2008 – 4:00 p.m.

CALL TO ORDER

The regular meeting of the Community Services Subcommittee of the City of Highland was called to order at 4:00 p.m. at the Upright Conference Room, 27215 Base Line, Highland, California.

ROLL CALL

Present: Lilburn, Scott
Absent: None

ITEMS

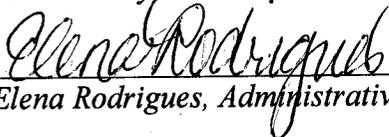
1. Approve Minutes of January 08, 2008
Minutes were approved as submitted

2. Central Little League
 - Central Little League Staff was able to provide further information regarding their 2007 Fiscal Report
 - Subcommittee's recommendation is to present item to City Council

ADJOURN

There being no further business the meeting was adjourned at 4:30 p.m.

Submitted by:



Elena Rodriguez, Administrative Assistant III

Approved by:

Subcommittee Member



MEMO

PLANNING DIVISION

DATE: August 9, 2010

TO: Community Services/Recreation Subcommittee

FROM: John Jaquess, Community Development Director & *John Jaquess*
Lawrence A. Mainez, City Planner *L. Mainez*

SUBJECT: Professional Services Contract with Hogle-Ireland to assist with the City's "Parks and Recreation Master Plan" (2009/2010 City Council Work Program Item)

BACKGROUND: This is a 2009-2010 City Council Work Program Item and ranked as "High Priority Minus". On May 3, 2010, a Request for Proposal (RFP) was sent to fourteen (14) firms. On June 1, 2010, the City received four (4) proposals from interested consultants. Two (2) consultants met all the criteria and were invited to be interviewed by a staff panel which included the Community and Economic Development Director, City Planner, Assistant Director of Public Works, Public Services Manager, and the Redevelopment and Economic Development Specialist. The Hogle-Ireland consultant team was selected by the interview panel as the best team to assist the City with this City Council Work Program project.

PROJECT REVIEW / ANALYSIS: Staff is recommending the services of Hogle-Ireland for the preparation of a "Parks and Recreation Master Plan". Hogle-Ireland will be responsible for the production of a City-wide "Parks and Recreational Master Plan" that will assess existing park and recreation facilities and programs in Highland and provide strategies to better serve the future recreational needs of Highland residents.

A comprehensive public outreach program is proposed by Hogle-Ireland which will include stakeholder interviews, focus groups, sports organization questionnaire, statistically valid residential telephone survey, and public workshops.

A draft Master Plan document will be reviewed by the Planning Commission who will make a recommendation(s) to the full City Council. At that time it is anticipated the final document will be approved as a policy document (adopted by City Council Resolution and may be amended from time to time).

Hogle-Ireland will prepare a "Parks and Recreational Master Plan" document that can be used by the City in the following manner:

Community Services/Recreation CC Subcommittee
August 9, 2010

- Identify specific future areas City-wide in need of park facilities and recreational open space, inclusive of the number of parks, type of amenities, and design standards.
- As a reference tool and/or policy document to ensure park site opportunities are not missed when reviewing future in-fill development projects in the City.

Implementation Plan/Program:

The Master Plan will also ensure Park related Development Impact Fees are utilized in the most efficient manner and implements the vision of the City's General Plan. To this end, Hogle-Ireland will be required to obtain copies of the City's Development Impact Fee Ordinance and General Plan document and develop a range of recommendations, action items, and cost effective means of developing new parks and recreational opportunities with the limited funds available and identify sources of future funding, financing, and revenue.

Future Grant Opportunities:

Many of the public and private grants available today require evidence that an extensive public outreach program was conducted that identified a need for the program or infrastructure highlighted in the grant proposal. Hogle-Ireland's proposal not only includes a comprehensive public outreach program to increase the City's opportunity to obtain future grants, but the proposal will also identify specific programs and/or park sites that the City could highlight for future grant applications.

FISCAL IMPACT: All costs associated with the preparation of the "Parks and Recreation Master Plan" will be paid out of the Park Land Acquisition and Park Facilities Development portion of the Development Impact Fee Account. Currently, the Park Land Acquisition and Park Facilities Development Impact Fund is in the negative (-\$356,000.00) due to the construction of the City's Community Park located near Central and Cypress and Aurantia Park located on Greenspot Road. Unknown costs are; Staff time, public notices, meetings, and other administrative functions associated with the Scope of Work of the Consultant.

The Hogle-Ireland team will be available at the meeting to answer questions from the Subcommittee.

A copy of the Professional Service Agreement and Hogle-Ireland Scope of Services is attached for the Subcommittee review and consideration (see Attachment "1").

Thanks.

Att:

ATTACHMENT 1

**Hogle-Ireland Professional Service Agreement
dated July 27, 2010**

CITY OF HIGHLAND
AGREEMENT FOR PROFESSIONAL SERVICES

On this 27th day of July, 2010 the City of Highland, a municipal corporation, hereinafter referred to as City, and Hogle-Ireland, Inc, hereinafter referred to as Consultant, hereby mutually agree as follows:

I. Scope of Agreement

A. Employment of Hogle-Ireland, Inc.

The City hereby employs the Consultant in accordance with the terms of this Agreement to perform the consultant services set forth in Section III.

B. Agreement Documents

The complete Agreement includes all of the Agreement documents including, but not limited to, the Consultant's proposal (Exhibit "A"), this Agreement and all other documents, texts and other items incorporated by reference in any of the herein-above-named Agreement documents. The specific terms and conditions of this Agreement and Exhibit "A", attached hereto, shall control and have precedence over any contradictory or inconsistent terms and conditions included in the aforementioned Agreement documents and shall be controlling in questions of interpretation.

C. Severability of Provisions

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

D. Commencement / Term of Work

The services of Consultant are to commence upon execution of this Agreement and shall continue until the City approves all authorized work.

E. Failure to Perform

Failure of the Consultant to commence and complete the work, as outlined in Exhibit "A", may result in the Agreement being terminated by the City.

F. Compliance With Laws

In the performance of this Agreement, Consultant shall abide by and conform to any and all applicable laws of the United States, the State of California, the Municipal Code and Ordinances of City. Consultant warrants that all work done under this Agreement will be in strict compliance with all applicable safety rules, laws, statute, ordinances, regulations, and practices.

II. Project Budget

A. Budget Limitations

The design of the project shall be based upon the scope of work defined in the project proposal attached hereto as Exhibit "A" and made a part of this Agreement by this reference as though set forth in full herein. No change from said scope of work shall be made unless so authorized in writing by the City or the City's designated representative.

III. Basic Services of the Consultant

The General Scope of Services intended is for the preparation of a "Parks and Recreation

Master Plan" for the City of Highland.

Additional information regarding the Basic Services provided by the consultant is detailed in Exhibit "A" under the General Approach, Staffing and Scope of Services section.

IV. Independent Consultant

The performance of Consultant's services hereunder shall be in the capacity of an independent Consultant and not as an officer, agent, or employee of City. In consideration for the compensation paid to Consultant by City, Consultant agrees that City shall not be liable or responsible for any benefits, including, but not limited to, worker's compensation, disability, retirement, life, unemployment, health or any other benefits for Consultant, its officers, employees, agents, Consultants or subcontractors, and Consultant agrees that it shall not sue or file a claim, petition or application therefor against City or any of its officers, employees, agents, representatives or sureties, and shall defend and indemnify City from all claims, causes of action, liability and damages arising therefrom.

V. Interest of Consultant

Consultant (including principals, associates and professional employees) covenants and represents that it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered by this Agreement or any other source of income, interest in real property or investment which would be affected in any manner or degree by the performance of Consultant's services hereunder. Consultant further covenants and represents that to Consultant's professional knowledge, information and belief in the performance of its duties hereunder no person having any such interest shall perform any services under this Agreement.

Consultant may be a designated employee within the meaning of the Political Reform Act, and, if so notified by the City, will comply with all reporting and requirements of the City with respect to Consultant's financial interests.

VI. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement, without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

VII. License

Consultant represents and warrants to City that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature, which are legally required of Consultant and its sub-Consultants to practice their profession. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any license, permits, insurance and approvals which are legally required of Consultant to practice its profession. Consultant shall obtain and

maintain a City Business License during the performance of this Agreement.

VIII. Failure to Perform Work

If Consultant should be adjudged bankrupt or should make a general assignment for the benefit of creditors; if a receiver should be appointed on account of insolvency of Consultant; if Consultant should refuse or should fail, except in cases for which an extension of time is provided specifically by City to supply adequate properly skilled workers or proper materials to perform its obligations under this Agreement within the time herein required, in a good work manner; or if Consultant should fail to make prompt payment to subcontractors, or for material or labor, or disregards laws, ordinances or the instructions of City or its duly authorized engineers, inspectors or representatives, or otherwise violate any provision of this Agreement; then City, upon the certification of its designated representatives that sufficient cause exists to justify such action may, without prejudice to any other right or remedy and after giving Consultant five (5) days written notice, terminate this Agreement and finish the work by whatever methods it may deem appropriate and expedient. In such case, Consultant shall not be entitled to receive any further payment except for such work as City deems had been satisfactorily completed prior to termination.

IX. Assignment and Subcontracting

The parties recognize that a substantial inducement to City for entering into this Agreement is the professional reputation, experience and competence of Consultant. Assignments of any or all rights, duties or obligations of the Consultant under this Agreement will be permitted only with the express consent of the City. Consultant shall not subcontract any portion of the work to be performed under this Agreement without the written authorization of the City. If City consents to such subcontract, Consultant shall be fully responsible to City for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between City and subcontractor nor shall it create any obligation on the part of the City to pay or to see to the payment of any monies due to any such subcontractor other than as otherwise is required by law.

X. Ownership of Work Product

It is understood by and agreed between the parties that all documents, records, written materials, notes and other materials produced or prepared by Consultant pursuant to this Agreement shall become and are the property of City, and shall be signed, stamped and delivered to City immediately upon completion of the services provided for herein, or upon termination of this Agreement.

XI. Disputed Work

In any case where the Consultant deems extra compensation is due for work or services not clearly covered in this Agreement, or not ordered in writing by the City as extra services, the Consultant shall immediately notify the City in writing of its intention to make claim for such extra compensation before the Consultant begins the work on which the Consultant bases the claim. If such notification is not given, and/or if the City is not afforded an opportunity to negotiate the appropriate fee for such extra services, the Consultant is deemed to have agreed to waive the claim for such extra compensation.

Such notice by the Consultant to the City shall not in any way be construed as proving the validity of the claim. The claim must be approved, in writing, by the City.

XII. Resolution of Disputes

Should any dispute arise respecting the value of any work omitted or of any work which Consultant may be required to do, or respecting the amount of any payment to Consultant during the performance of the Agreement, said dispute shall be decided by the City Manager of City, subject to the final approval of the City Council.

XIII. Unauthorized Work

Work done in the absence of or without the knowledge of the City or any work done without written authority from the City, will be considered unauthorized and at the expense of the Consultant, and will not be paid for by the City.

XIV. The City's Responsibilities

A. Budget Limitations

The City shall provide full information as to the requirements and expectations of the Consultant, including budget limitations and scheduling.

B. Legal Services

The City shall furnish legal advice and services required for the project.

C. Administrative Procedures

The City shall notify the Consultant of administrative procedures required and shall specify, in writing, representatives, if any authorized to act in its behalf. The City shall review documents submitted by the Consultant and shall promptly render decisions pertaining thereto to avoid unreasonable delay in the progress of the project. The Consultant shall observe the procedure of issuing any orders to Contractors only through the City. Nothing herein contained shall be construed as a delegation by the City of its powers of inspection under all applicable codes, laws and ordinances nor of its power to enforce compliance with the same.

D. Representative

The City shall designate a representative authorized to act on the City's behalf with respect to the Project. The designated representative shall render decisions in a timely manner pertaining to documents submitted by the Consultant in order to avoid unreasonable delay in the orderly and sequential progress of the Consultant's services.

XV. Consultant's Compensation

A. Basic Services

The Consultant agrees to perform professional services required by this Agreement in a professional and competent manner consistent with accepted City standards. All work performed by Consultant under this Agreement shall be in accordance with applicable legal requirements and shall meet the standard of professional care to be expected of competent professionals in Consultant's field of expertise. The City agrees to pay the Consultant, and Consultant agrees to accept for its services, an amount not to exceed \$???,???, as outlined in Exhibit "A". If the scope of services is adjusted, additional fees may be negotiated, in writing, and in accordance with this Agreement, prior to the performance of any additional services.

B. Method of Payment

Consultant shall submit monthly billings to City describing the work performed during the preceding month. Consultant's bills shall include a brief description of the services performed. City shall pay Consultant no later than thirty (30) days after approval of the monthly invoice by City Staff.

C. Reimbursements

Reimbursements for fees and other expenses, which have been approved by the City pursuant to this Agreement, shall be made to the Consultant, as incurred and billed.

D. Limitation

No payment for any work performed by the Consultant shall exceed the limits established in foregoing provisions of this Agreement.

E. Additional Services

At any time during the term of this Agreement, City may request that Consultant perform Additional Services. As used herein, "Additional Services" means any work, which is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Additional Services without prior written authorization from City, prior to the performance of any additional services.

XVI. Termination of Agreement

A. Termination

This Agreement may be terminated by either party upon written notice to the other party, in the event of a substantial failure of performance by such other party, or if the City should decide to abandon or indefinitely postpone the project. Upon termination, all materials, documents and work product produced pursuant to this Agreement by or for Consultant and/or in Consultant's possession, shall immediately become the property of the City.

B. Payment Upon Termination

In the event of such termination the City shall pay to the Consultant as full payment for all services performed that amount which has been previously approved and actually incurred by Consultant at the time of termination, which amount shall not exceed the reasonable value of the work completed according to the schedule established pursuant to Section XV.

In ascertaining the services actually rendered hereunder up to the date of termination of this Agreement, consideration shall be given to both completed work and work in process of completion.

XVII. Insurance

The Contractor shall procure and maintain, for the duration of the Agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by Consultant, its agents, representatives, employees or subcontractors.

Indemnification Consultant's Responsibility

It is understood and agreed that Consultant has the professional skills, experience and

knowledge necessary to perform the work agreed to be performed under this Agreement, that City relies upon the professional skills of Consultant to do and perform Consultant's work in a skillful and professional manner, and Consultant thus agrees to so perform the work. Acceptance by City of the work performed under this Agreement does not operate as a release of said Consultant from such professional responsibility for the work performed.

It is further understood and agreed that Consultant is apprised of the scope of the work to be performed under this Agreement and Consultant agrees that said work can and shall be performed in a fully competent manner.

During the term of this Agreement, and for a period of three (3) years after completion and acceptance of the Project by the City, Consultant shall indemnify, defend and hold City, its officers, employees, agents and volunteers harmless from and against any and all liability (direct or indirect, including any and all costs and expenses in connection therein), claims, suits, actions, damages and causes of action arising out of the performance of this Agreement, including, but not limited to, any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state or municipal law or ordinance, or other cause in connection with the negligent or intentional acts or omissions of Consultants, its employees, subcontractors, or agents, or on account of the performance or character of this work, except for any such claim arising solely out of the active negligence, sole negligence, or willful misconduct of the City, its officers, employees, agents or volunteers in performing the work set forth in this Agreement.

Minimum Scope of Insurance

Consultant shall provide insurance in scope, amounts and coverages as required by City, including, but not limited to, the following:

1. Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 0001)
2. Insurance Services Office Form Number CA 0001 (Ed. 1/87) covering Automobile Liability, Code 1 (any auto).
3. Worker's Compensation insurance as required by the State of California and Employers' Liability Insurance
4. Errors and Omissions liability insurance appropriate to the consultant's profession. Architects and engineers' coverage is to be endorsed to include contractual liability, if applicable.

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limits shall be twice the required occurrence limit. (\$4,000,000)
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property

- damage.
3. Employer's Liability: \$2,000,000 per accident for bodily injury or disease.
 4. Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance.
 5. Errors and Omissions liability: \$1,000,000 to be carried by Consultant and all licensed professional sub-consultants, if appropriate.

Deductibles and Self-Insured Retention

Any deductibles or self-insured retention must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retention that pertain to the City, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees, agents and volunteers are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Consultant; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor; premises owned, occupied or used by the Consultant; including materials, parts or equipment furnished in connection with such work or operations. General liability coverage shall be provided in the form of an endorsement to the Consultant's insurance, or as a separate owner's policy. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, agents or volunteers.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the City, its officers, officials, employees, agents or volunteers.
4. The Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits, except after thirty (30) days prior written notice, by certified mail return receipt requested, has been given to the City.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on other than the City's forms provided those endorsements conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences.

The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

The Consultant shall strictly comply with all federal, state and local laws and regulations, including, but not limited to the Immigration Reform and Control Act of 1986, codified at 8 U.S.C. §§ 1324a and 1324b (the "IRCA"), which require and ensure the hiring and retention of employees who are United States citizens, permanent residents and/or who are otherwise authorized by law to work in the United States of America, and, as required by the IRCA, shall affirmatively verify the identity and employment authorization of every employee as a condition of employment or continued employment. The Consultant shall further include this requirement in any subcontract made pursuant to this contract.

XVIII. Worker's Compensation

By executing this Agreement, the Consultant hereby certifies that he/she is aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and will comply with such provisions before commencing the performance of the work of this Agreement.

XIX. Audit

Consultant shall allow City to inspect its records with respect to services performed pursuant to this Agreement, upon giving reasonable notice. Consultant shall maintain any books, records or other documents relating to the work performed for a period of at least three (3) years from the completion of the services performed pursuant to this Agreement.

XX. Default

In the event that any of the provisions of this Agreement are violated by Consultant or by any approved subcontractor under any subcontract on the Project, City may terminate this Agreement by serving written notice on Consultant of its intention to terminate and, unless within five (5) days after the serving of such notice such violation shall cease, this Agreement shall terminate. As to violations of the provisions of this Agreement, which cannot be remedied or corrected within five (5) days, said Agreement shall, at the option of City, cease and terminate upon the giving of said notice. In the event of any such termination for any of the reasons above-mentioned, City may take over the work in progress and prosecute the same to completion by contract or otherwise on the account and at the expense of Consultant; Consultant shall be liable to City for any excess cost incurred in the event of any such termination; and City may take possession of and utilize such materials and appliances as may be on the site of work and necessary in completing the work. This clause shall not be construed to prevent the termination, for other causes authorized by law, of other provisions of this Agreement.

XXI. Non Discrimination

Consultant shall declare that he/she does not discriminate in his/her employment with regard to age, handicap, race, color, religion, sex or national origin.

XXII. Drug Free Workplace

Consultant agrees to comply with the City's Drug Free Workplace Policy.

XXIII. Attorney Fees

In the event of any action between City and Consultant seeking enforcement of any of the terms and conditions of this Agreement, the prevailing party in such action shall be awarded, in addition to damages, injunctive or other relief, reasonable costs and expenses and reasonable attorney's fees.

XXIV. Waiver

No waiver or failure to exercise any right, option or privilege under the terms of this Agreement on any occasion shall be construed to be a waiver of any other right, option or privilege or any other occasion.

XXV. Assignments

Neither this Agreement, nor any part thereof, nor any monies due or to become due thereunder may be assigned by the Consultant without the prior written consent and approval of the City.

The City and Consultant hereby agree to the full performance of the covenants and conditions contained herein.

XXVI. Successors and Assigns

It is mutually understood and agreed that this Agreement shall be binding upon the City and its successors and upon the Consultant, its partners, successors, executors and administrators.

XXVII. Notices

All notices shall be personally delivered or mailed to the below listed addresses, or to such other addresses as may be designated by written notice. These addresses shall be used for delivery of service or process.

Address of Consultant is as follows:

Hogle-Ireland, Inc.
Pamela Steele, Vice President
1500 Iowa Avenue, Suite 100
Riverside, CA 92507
(951) 787-9222

Address of City is as follows:

City of Highland
27215 Base Line
Highland, CA 92346
Joseph A. Hughes, City Manager
(909) 864-6861 x 221

XXVIII. Controlling Law/Venue

California law shall govern the interpretation and enforcement of this Agreement; and action brought relating to this Agreement shall be brought in San Bernardino County.

XXIX. Authority to Enter Agreement

Consultant has all requisite power and authority to conduct its business and to execute, deliver and perform the Agreement. Each party warrants that the individuals who have signed this Agreement have the legal right, power and authority to make this Agreement and to bind each respective party.

XXX. The consultant shall strictly comply with all federal, state and local laws and regulations, including, but not limited to the Immigration Reform and Control Act of 1986, codified at 8 U.S.C. §§ 1324a and 1324b (the "IRCA"), which require and ensure the hiring and retention of employees who are United States citizens, permanent residents and/or who are otherwise authorized by law to work in the United States of America, and, as required by the IRCA, shall affirmatively verify the identity and employment authorization of every employee as a condition of employment or continued employment. The consultant shall further include this requirement in any subcontract made pursuant to this contract.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement the day and year first above written.

City of Highland

Consultant: Hogle-Ireland

Penny Lilburn
Mayor

Pamela Steele,
Vice President

ATTEST:

Betty Hughes
City Clerk

Exhibit A

General Approach, Staffing and Scope of Services

Consultant agrees to perform the following tasks and functions:

Exhibit A

**Hogle-Ireland
Project Proposal
June 2010**



Proposal to Prepare the City of Highland's Parks and Recreation Master Plan

Prepared For:

City of Highland
Community Development Department, Planning Division
27215 Base Line
Highland, California 92346

Prepared By:

Hogle-Ireland, Inc
1500 Iowa Avenue
Suite 110
Riverside, CA 92507



June 2010



Planning
in Motion

Hogle-Ireland, Inc.

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HOGLE-IRELAND

INC

A Land Planning & Development Consulting Firm

Irvine
Riverside
Pasadena

June 1, 2010

Lawrence A. Mainez, City Planner
City of Highland
Planning Division
27215 Base Line
Highland, CA 92346

Subject: Proposal to Prepare a Parks and Recreation Master Plan

Dear Mr. Mainez:

Hogle-Ireland, Inc. is pleased to present this proposal to prepare a Parks and Recreation Master Plan for the City of Highlands. For this project, we offer a team of dedicated and respected multi-disciplinary professionals from Hogle-Ireland, Inc. and RJM Design Group who will work closely with your staff and community to prepare a Parks and Recreation Master Plan that reflects Highland's community values and vision.

The project team will be led by seasoned and creative professionals: Nelson Miller (Hogle-Ireland, Inc.), who has directed many long range planning efforts and has park and open space planning experience for projects in several cities, including Hesperia, Rialto, Rancho Cucamonga, and Twentynine Palms; Tonya Pace, (Hogle-Ireland, Inc.) who has recently prepared long range-planning documents for the cities of Adelanto and Twentynine Palms and who has park and trail planning experience in the cities of Adelanto, Hawaiian Gardens, Montebello, and Irwindale. Bob Mueting (RJM Design Group), who has prepared Park Master Plans for numerous agencies, will provide landscape architect and design expertise.

Our team leaders will be supported by experienced Hogle-Ireland planners, as well as technical experts from the landscape architect and design firm- RJM Design Group, who we value for their innovative and creative thinking.

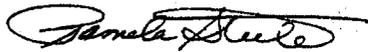
Our ability to design and prepare effective plans and programs tailored to each client community's needs, our proven management skills, and our team's specific knowledge of park design and recreation needs will facilitate the development of a Parks and Recreation Master Plan that will respond to the issues facing Highland today and into the future. We will use a team approach to involve City staff, decision makers, and community leaders to create a foundation for future decision-making.

The City of Highland Parks and Recreation Master Plan will be easily understood, innovative, and action oriented. The team members for the Highland Parks and Recreation Master Plan program bring commitment, creativity, experience, and a genuine excitement about our work. We understand that the City has targeted the Parks and Recreation Master Plan as a high priority project for the City. As such, we have structured a work program that will accomplish

this objective in less than a year. We complete our projects on budget and on time, and are committed to doing so for Highland.

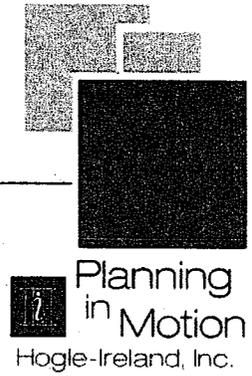
As you read through our proposal, you may have questions. If you do, please contact Nelson Miller or me at (951) 787-9222. We look forward to working with you.

Regards,

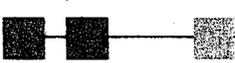
A handwritten signature in cursive script, appearing to read "Pamela Steele".

Pamela Steele
Vice President

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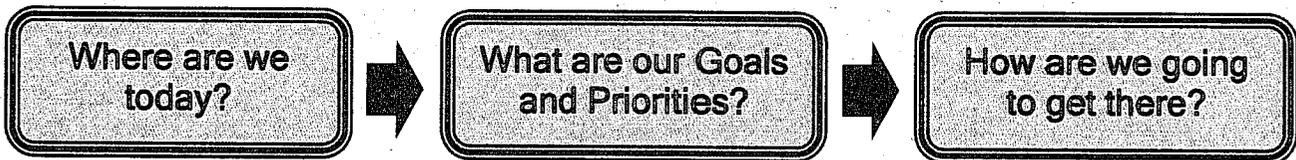
Work Program



Understanding the Project

The City of Highland is seeking a qualified consultant to prepare their Parks and Recreation Master Plan. As stated in the RFP, the Master Plan will include an evaluation of the City's current parks and program resources, identification of future park and recreation needs, and exploration of developing specialty parks. We understand that the City would like to develop a Parks and Recreation Master Plan in order to help create a livable and thriving community and contribute to economic prosperity, human development, general well-being, and environmental sustainability. We understand that the development and completion of the Master Plan is a high priority project for the City Council.

The Master Plan will assess the City's existing park and recreation facilities and programs and through implementation of a comprehensive outreach program will provide strategies to better serve the future recreational needs of Highland residents. The vision of the Parks and Recreation Master Plan will be consistent with the guiding principles of the City's General Plan and will visually enhance the City of Highland, contributing to creating a place where residents work and play. The goal of all master plans is to address the following three questions:



We understand that the City of Highland wants to develop a Parks and Recreation Master Plan that meets the needs of its residents. The Hogle-Ireland team specializes in community outreach efforts and implementation of goals and needs expressed by each individual community. We have experienced staff that are well qualified to design and implement innovative and effective public engagement programs, tailored to the City of Highland's needs. The Scope of Work below describes an approach we believe will work well for the City of Highland.



Scope of Work

Phase 1 - Goals, Objectives, and Data Collection

- 1.1 - Kick-off Meeting with Team
Establish goals, objectives, scope and fees.

Work Product:

Kick-off meeting with City staff and consultant team.

- 1.2 - Related Studies
Coordinate all documentation and review all related documents.

1.3 - Community Demographic Profile

Understanding the recreation needs and preferences of the residents of Highland depends, in part, on an understanding of the population and its demographic characteristics. In our experience preparing Parks, Recreation, Open Space, and Trails Master Plans and Needs Assessments, it is important to document the relationship between key demographic characteristics and recreating activity. Steps in the process include a review of historical population growth in the City, as well as a forecast for growth in the future. A demographic profile for the residents of Highland will be compiled, examining change historically by age, ethnicity, etc., to demonstrate how the community demographics have been evolving.

This approach to analyzing the resident community acknowledges that today's decisions regarding parks, recreation facilities, programs, trails, and open space must accommodate an understanding of the forecast for population growth as well as anticipated change in demography of the community.

Work Product:

Demographic Profile for the City of Highland.

Phase 2 - Inventory of Recreation Resources

2.1 - Parks, Recreation Facilities, Trails, and Open Space Inventory

An important part of the database of existing information for the City is through documentation of the existing and planned parks, recreation facilities, trails, and open spaces. We will conduct a City-wide tour with City staff to inventory and assess the parks, recreation facilities, trails, and open space, including joint-use sites and other pertinent supply in the City and Sphere of Influence.



A facility inventory matrix will be developed to catalog the number of facilities by type and the amenities associated with each including indoor and outdoor facilities, acreage, facility attributes (game/practice, overlay/design use, field size or adult/youth, lighting, and surface). Linkages within the City's neighborhoods will be evaluated along with continuity to neighboring cities in the region.

Work Product:

Site visit with City staff to inventory and assess existing facilities.

Facility Inventory Matrix for City.

Maps - Citywide Parks Map identifying parks (1) and Service Area Map (1).

2.2 - Inventory of Recreation Programs

A complete inventory will be compiled of recreation programs and services offered by the City and by area providers in the region within the last two (2) years. This inventory will include current program offerings and uses of park and recreation facilities and identify other service providers that also meet the recreation needs of the community to set the baseline for analysis.

Work Product:

Recreational Programs Inventory Matrix.

2.3 - Inventory of Maintenance and Operations Standards

Conduct a review of existing facilities and areas to assess current maintenance and operations practices. Provide an assessment of current conditions and prepare a list of any maintenance or rehabilitation that may need to be performed to meet Federal and State requirements. Review existing maintenance and operation standards, maintenance cycles, contractual arrangement, and staffing levels in order to determine the existing levels of service and support and identify shortfalls.

Work Product:

Review of existing facilities.

Interviews with City staff.

Prepare findings regarding current maintenance and operations practices.

Phase 3 - Public Involvement

Specialized techniques that have proven successful in comparable projects are proposed for implementation in the City of Highland. An active public involvement process is a high priority for this innovative and achievable Parks and Recreation Master Plan. This multi-disciplinary program will solicit and document the insights, experiences, and vision of the Park System's users and stakeholders including City Staff, community special interest groups, residents, City Commissions and Council, integrating and reporting such input back to the community to facilitate essential prioritization and consensus.





Facilitating a public involvement process can take many forms. Our Project Team has created a public outreach program for this project that includes the following

Stakeholder Interviews, Focus Groups, Sports Organization Questionnaire, Statistically Valid Resident Telephone Survey, and Public Workshops. We have also identified optional outreach items - Internet Integration and Community Information Kiosk. These work efforts are detailed below.

3.1 - Stakeholder Interviews

One-on-one interviews with selected stakeholders such as the Task Force representatives, City Manager, City Council members, community leaders, etc., provide the opportunity to seek insight into the City's values, strengths, weaknesses, and distinctive competencies, as well as to identify any private sector and/or non-profit organizations and their capabilities to compete or collaborate with the City in delivery of services. Our team will work with City staff to identify interviewees. We estimate two days of interviews with eight (8) interviews to be conducted each day.

Work Product:

Stakeholder interviews with a maximum of eight (8) interviews per day (2 days).
Prepare interview summary findings.

3.2 - Focus Groups

The use of focus groups is a method to engage community leaders, youth or adults in an interactive planning process. These groups may include representatives from public agencies, schools, public safety, non-profit community agencies, faith-based organizations, special interest groups or others. Working with City staff to identify the Focus Groups, the Project Team will facilitate two (2) Focus Group sessions with 10-12 participants for each group. We will facilitate the Focus Group sessions to identify issues and facility or program needs or gaps.

Work Product:

Two (2) Focus Group sessions with approximately 10-12 participants per group.
Prepare Focus Group session's summary findings.

3.3 - Sports Organization Questionnaire

Soliciting the attitudes and perceived needs of sports groups in the community of Highland (i.e. Little League Baseball, Girls Softball, Soccer Clubs, etc.) is an essential element in the process. This questionnaire will not only achieve the objective of outreach to these community sports groups, it will also provide valuable information regarding facility usage, team size, recreation seasonality, and player volume that is most important in the foundation of the facility needs calculation. The Project Team will provide a questionnaire form containing information relevant to the usage of City recreation facilities by sports organizations in the City. The questionnaire will be distributed and collected by City staff. The results will then be tabulated



and used to verify and update the participation rates in these sports for use in the demand and needs analysis.

Work Product:

Develop Sports Organization Questionnaire.
City staff to distribute and collect questionnaire.
Project Team to tabulate and summarize findings of questionnaire.

3.4 - Statistically Valid Resident Telephone Survey

The resident survey is a critical public planning tool due to its statistical ability to represent the community as a whole rather than only those stakeholders or interested citizens who choose to participate in venues such as public workshops or other survey methods (on-line or mail). As such, the results of a statistically-valid survey will constitute the "bedrock" of Highland resident opinions and attitudes regarding parks, recreation, trails and open space use and needs, giving reliable context to input received from all other forms of public outreach. We propose to design and implement a survey of a randomly-selected sample of City households conducted via telephone.

Work Product:

Design and implement Telephone Survey.
Prepare Telephone Survey summary findings.

3.5 - Public Workshops

An integral component in the creation of a collaborative vision and mission for the Plan is our utilization of an innovative public workshop process. The community feedback from the workshops will provide important input to prioritization of future park, recreation, trails, and open space development in the City of Highland. Our Team will plan and conduct three (3) community workshops to allow maximum community participation. Most importantly, the workshop method is designed to arrive at consensus regarding the priorities perceived by the public for improvements to the Park System.

Each workshop includes up to a three-hour session for up to 50 participants. We propose to work closely with City Staff to organize and further define the approach to be used in this process. City staff will assist with the promotion of the workshops, facility and equipment coordination, and provision of staff to assist with the workshops. Staff training relative to how to work with groups to scribe and/or facilitate individual groups will be provided by the Project Team. The Project Team will coordinate with the City to determine the number of staff needed no less than two (2) weeks prior to each workshop.

Work Product:

Facilitate three (3) community workshops:



Workshop #1 will focus on what the public sees as community characteristics, issues, and current opportunities and constraints to address the community's needs
Workshop #2 will focus on a special interest group (i.e. Sports group) and their experiences with recreation programs and facilities in Highland
Workshop #3 will reflect citizen input from the first two workshops, summarize the Master Plan Process and seek public comment regarding prioritization of needs.

3.6 - Internet Integration - Website (OPTIONAL)

As an option to the City, we propose to develop a web-compatible, public information road map to be hot-linked to the City's website. This public outreach tool will inform the public of the Master Plan project goals, objectives, and schedule, detailing the opportunities for community participation in that process.

Work Product:

Website for Parks and Recreation Master Plan.

3.7 - Community Information Kiosk (OPTIONAL)

We will design a portable display that highlights the Plan's process and describes ways to get involved in the process. This illustrative display will encourage passersby to stop and gather information about the process. The kiosk is intended to be placed and staffed by City personnel at community events such as: Farmer's Markets, community events, the public library, and community centers.

Work Product:

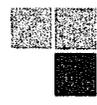
Portable display kiosk with pertinent Parks and Recreation Master Plan information.

Phase 4 - Community Needs Assessment

4.1 - Actionable, Defensible Facility Demand and Needs Analysis

The Project Team employs an advanced method of assessing demand for recreation facilities. It is designed to estimate recreation facility needs that are specific to the residents of the City of Highland today and in the future. This method has been proven to be both actionable and defensible, following the most recent recommendations of the National Recreation and Park Association as determined by their Standards Revision Task Force. Our approach replaces the original NRPA National facility standards, which, according to NRPA's Standards Revisions Task Force, are obsolete and unreliable.

Our advanced method is based on current, actual reported community recreation participation (taken from the resident telephone survey). These rates of participation are compared with and verified by membership information derived from sports user organizations. These existing and forecast demand estimates by facility type will then be compared with the current inventory of recreation facilities in Highland (including joint-use or other facilities) to identify the need, expressed as either a surplus or a deficit in each case. The degree of surplus or deficit will be



used as an input to the overall public involvement process to facilitate the establishment of public priorities and secure community consensus for action items in the Plan.

Work Product:

Actionable, Defensible Facility Demand and Needs Analysis based on factual and reliable local data gathered through the public outreach process.

4.2 - Recreation Trends Analysis (OPTIONAL)

Using the data from the community profile, we will research trend information through resources such as American Demographics, Institute of the Future, CPRS, NRPA, Outdoor Industry Association Surveys, and others to complete a trends and implications report. The trends report will include implications for program and facility needs in Highland.

Work Product:

Trends and Implications Report for City of Highland.

Phase 5 - Development Impact Fee Analysis

5.1 - Impact Fee Analysis

The Project Team will review the City's existing Development Impact Fee Program to analyze its adequacy relating to revised facility recommendations. Based on our review, a set of recommendations and action items will be prepared with the goal of increasing the City's park and facility supply that take into account the economic challenges that local municipalities face.

Work Product:

Develop recommendations for City review and implementation.





Phase 6 - Implementation Strategy

6.1 - Recommendations

After the facility needs, community priorities, and public consensus are defined, we will discuss and evaluate with City Staff the short-term, intermediate, and long-term opportunities to create new community recreation facilities. This opportunities analysis may include evaluation of areas such as abandoned rights-of-way, drainage or flood control sites, vacant land, or reuse of existing parks lands as well as potential new or enhanced partnerships to maximize the community's existing resources. Opportunities for specialty parks such as a skate park, dirt bike park, fishing park, an art park, and/or others will be explored.

Work Product:

Prepare Opportunities Analysis detailing recommendations for City review and implementation.

6.2 - Cost Estimates

Construction cost estimates for development of new parks and/or facilities as well as recommended improvements at existing sites will be identified and presented. The Project Team will identify any property acquisition necessary to implement the recommended improvements. Costs associated with current facility deficiencies will be segregated from those necessitated by growth from new development or those that may be the result of increasing existing standards.

Work Product:

Construction Cost Estimate Analysis.

6.3 - Maintenance and Operations Evaluation and Recommendations

Prepare recommendations for maintenance and operations standards needed to meet the current and future facilities needs of the City of Highland. Prepare a report on current park and recreation facility maintenance standards and practices for communities of similar size, composition, and demographics as those of the City of Highland. This report will include recommendations based on the City of Highland's needs, National Recreation and Park Association (NRPA) guidelines for park and recreation maintenance, and best professional practices. Prepare a summary of key findings related to maintenance and operations.

Work Product:

Develop recommendations for adequate park and recreation facility maintenance and operation standards.

6.4 - Program Recommendations-(Optional)

Based on the information gathered and identified in the public involvement needs assessment process, the project team will evaluate the current program offerings in the context of the City's goals that relate to outdoor recreation, youth, seniors, arts and culture, public facilities, and

identify service gaps. We will then develop recommendations for partnership opportunities with public and private sector providers for park and facility improvements and recreation services.

Work Product:

Recommendations regarding service gaps and for partnership opportunities.

Phase 7 - Report and Presentations

7.1 - Report

The Consultant Team will deliver a Master Plan, which will include the various components outlined in the scope of work. A draft copy of the Master Plan will be provided to City staff for review. Comments will be addressed. The scope anticipates a single round of comments.

Work Product:

Parks and Recreation Master Plan for the City of Highland.

7.2 - Presentations

The Consultant Team will attend and present at one Commission meeting and one City Council meeting.

Work Product:

Attendance at two (2) public hearings (one Commission and one City Council meeting).

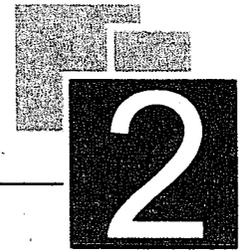


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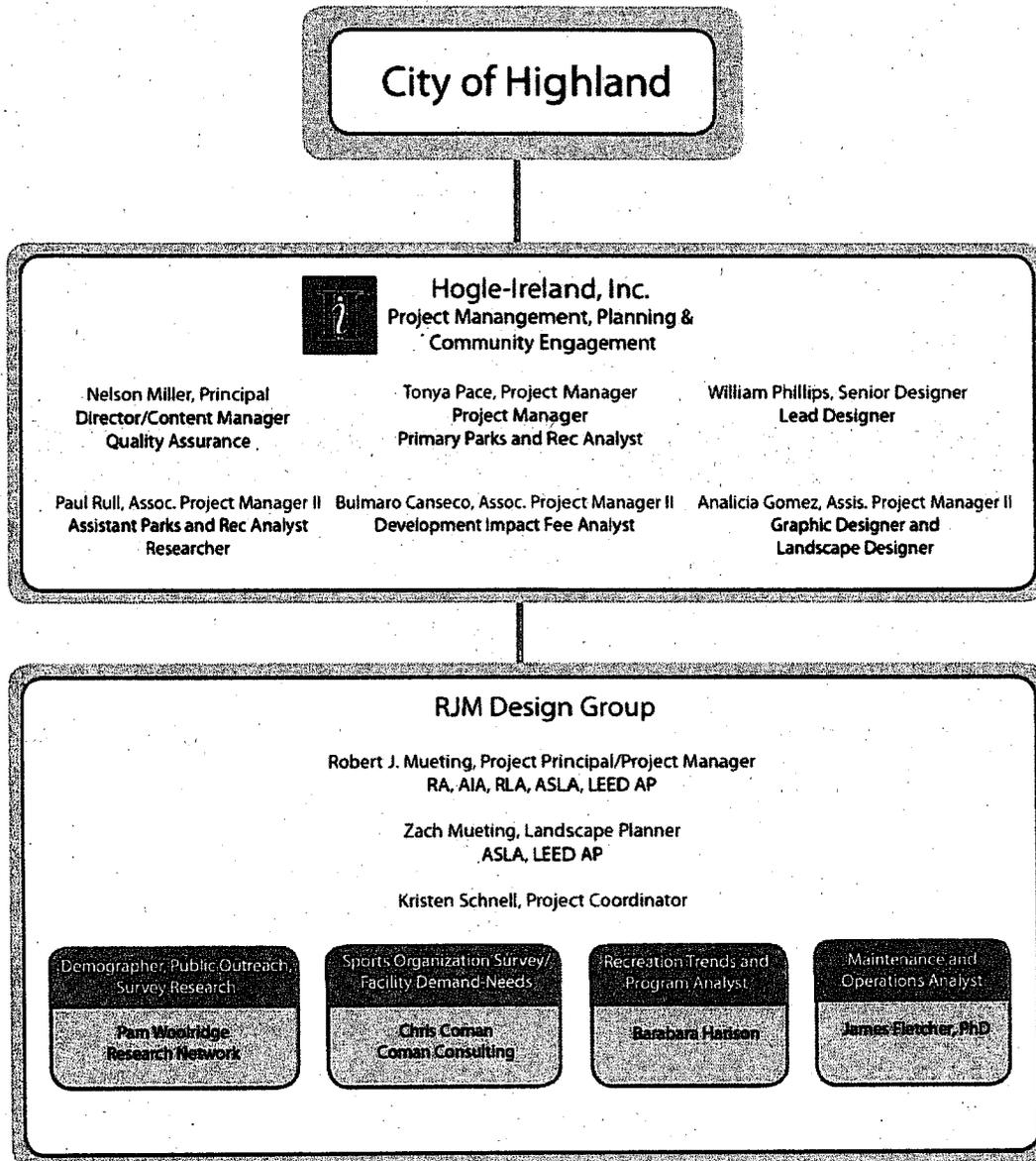
Capabilities



Provided below is a summary of our team's capabilities, including an organizational chart, firm overview, relevant project experience, references, and resumes.

Project Team

Hogle-Ireland's project team is comprised of highly capable planners and landscape architects with experience in the preparation of Parks and Recreation Master Plans, General Plan Updates, Specific Plans, and community outreach efforts.

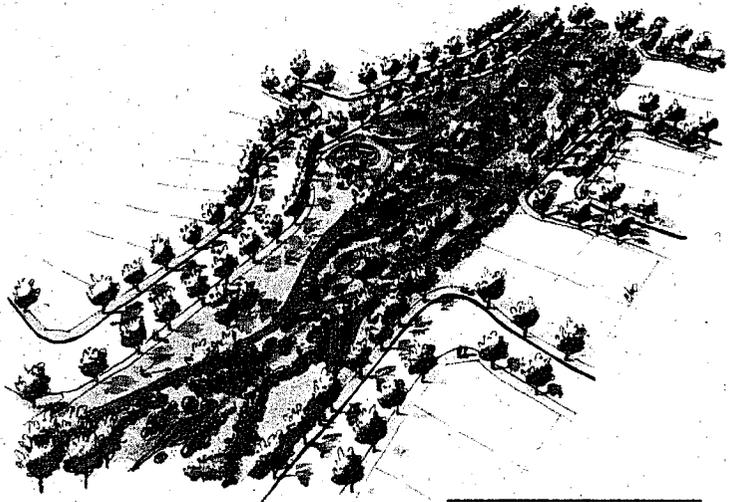


Hogle-Ireland Overview

Website: www.hogleireland.com

Hogle-Ireland is a land use planning and development consulting firm with over forty-five (45) professional staff in three Southern California offices. For over twenty years, Hogle-Ireland has provided public agencies with a full-range of planning and community development services. Services provided to public agencies range from full-service Planning and Community Development functions to interim staffing and preparation of a wide variety of planning documents. We also provide services to private clients, especially preparation of Specific Plans and Master Planned Community Plans, as well as entitlement processing. Our services include:

- Preparation of General Plans & Housing Elements
- Preparation of Development Codes & Design Guidelines
- Community Design
- Preparation of Specific Plans
- Organizational and Fee Studies
- Project Management
- Contract Staffing
- Preparation of Environmental Impact Reports & other environmental studies
- Graphics & Web Design
- Geographic Information Systems
- Community Relations
- Entitlement Processing



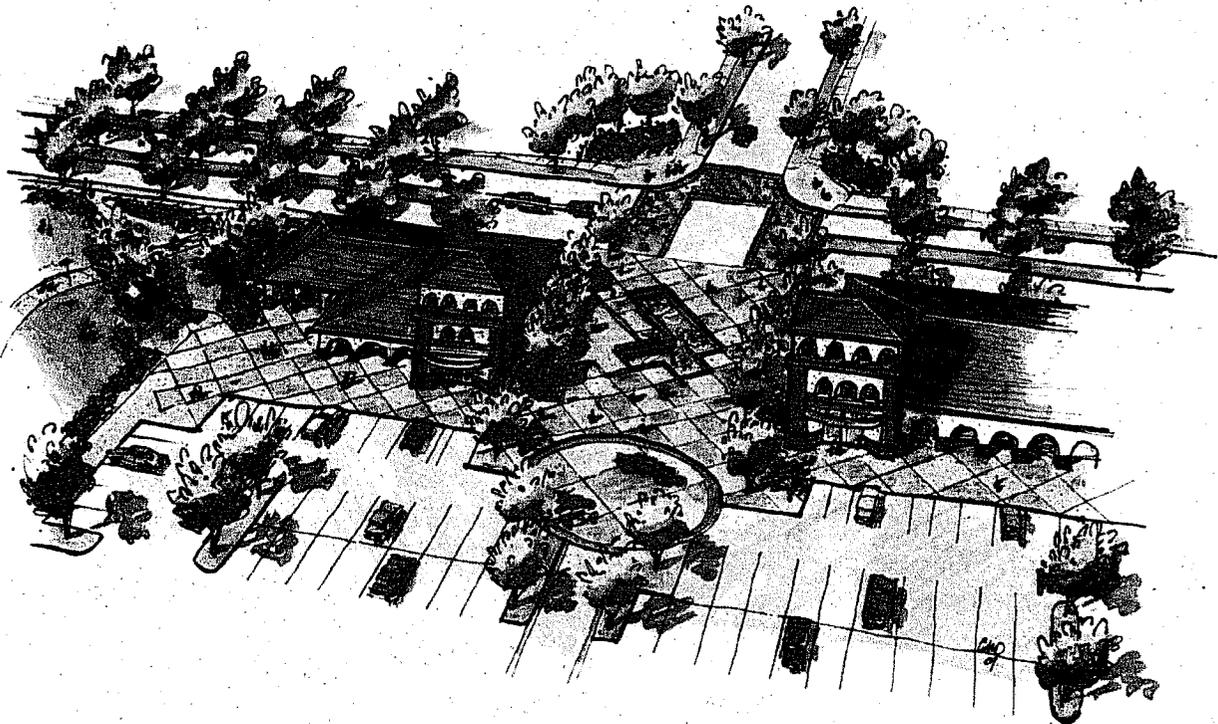
Passive Park Perspective

One of our exceptional strengths is a keen understanding and appreciation of both public and private sector issues and concerns. All of our staff have worked for public agencies, and in addition, we have extensive experience representing private developers in preparing and processing projects. This often provides us opportunities to suggest alternatives and solutions that are mutually beneficial to cities and project proponents, in addressing the goals and concerns of a project.

Hogle-Ireland is a California corporation which has been in business since January 1988. Our corporate office is located in the City of Irvine. The partners of the firm: Larry Hogle, Paul Ireland, Pamela Steele, and Mike Thiele, bring wide and varied experience having served as Community Development Directors for various California cities. Additional members of the firm, including Nelson E. Miller, AICP, Principal in the Riverside Office, and Tonya Pace, Project Manager have served in Community Development and Planning Director positions. All



of our senior level personnel have served in managerial positions in Planning Departments. Our staff understands all city-planning processes and requirements. The resources and expertise of all our staff is available to individual staff members working on any assignment, as we work collaboratively and cooperatively.



Liberty Grove Community Center Concept



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RJM Overview

Website: www.rjmdesigngroup.com

RJM Design Group, Inc. offers its clients personalized service that is delivered on time and within budget. The principals of RJM maintain personal involvement in all aspects of the project. Our success is based on our ability to perform, meeting the needs of the client and the project. RJM Design Group has been preparing Parks, Recreation, Open Space and Trails Plans for over 23 years and has also prepared Plans that are fully coordinated with Comprehensive General Plans. We encourage the City of Highland staff to contact all of our references as we are confident they will share their success stories with the Parks and Recreation Master Plans RJM has prepared for them. RJM Design Group, Inc., in collaboration with Harison and Associates, Research Network, and Coman Consulting, have provided Recreation Needs Assessment and Parks Master Plan services as a cohesive and coordinated team effort for over 20 years.

Barbara Harison (Harison and Associates) has more than 30 years of experience in planning and managing parks, recreation facilities and recreation programs. With experience in both the public, non-profit and private sectors, she has developed expertise in public/private partnerships, land conservation strategies, government relations, project funding, grant writing and group facilitation.

Ms. Pam Wooldridge (Research Network) brings broad experience in the fields of public outreach, survey research, and demographic analysis. Ms. Wooldridge, Principal, possesses a variety of specialized skills including the design and implementation of consumer research and public outreach tools aimed at supporting Parks and Recreation Master Plans and Parks and Recreation Needs Assessments.

In particular, Ms. Wooldridge has developed and implemented public involvement efforts in support of resident needs assessments for more than 50 California public sector clients needing direction for parks and recreation facility and program planning. Such needs assessments take advantage of her background in demographic analysis, and public outreach to provide intuitive and actionable results for public clients.

Ms. Christine Coman (Coman Consulting) directs land use and fiscal impact studies for municipal and private clients. She has also participated in and coordinated diversified projects for private clients, including highest and best land use studies, housing demand analyses, retail potential analysis, and industry surveys. Ms. Coman has extensive experience in the implementation of feasibility studies for mass spectator and special use recreation-oriented facilities including stadiums, civic centers, convention/exhibition halls, OHV parks, theme parks, visitor centers and other public facilities. The feasibility of these facilities include recreational, cultural and entertainment events.



In the past 20 years, Mrs. Coman developed and implemented an advanced and proprietary method to determine the unique recreation facility needs of communities. She has been engaged by more than 30 agencies to prepare such analyses of their current and forecast recreation facility needs using her proprietary technique.

Hogle-Ireland References/Project Experience

CITY OF HESPERIA GENERAL PLAN UPDATE

Hogle-Ireland, Inc. is currently updating the City of Hesperia General Plan. With ample vacant land, the City of Hesperia saw the opportunity to provide housing for all segments of the population and to expand the business base. The General Plan Update process has focused on preservation of specific natural open space areas and on revising land use categories and residential densities to accommodate balanced, future development.

Contact: Dave Reno, Principal Planner
City of Hesperia
760-947-1253
dreno@cityofhesperia.us
9700 Seventh Street
Hesperia, CA 92345

CITY OF RIALTO GENERAL PLAN UPDATE & EIR

Hogle-Ireland, Inc. is preparing the City of Rialto's General Plan Update. Hogle-Ireland, Inc. is serving as Staff Planners in a phased approach that allows for early and continuous public involvement through community outreach meetings, surveys, significant visualization for community outreach meetings, interactive stations with vignettes, use of modeling tools to help present future scenarios and strategies that will lead to an action-oriented General Plan. Two specific plans are currently well under way - the Foothill Boulevard Specific Plan and the Airport Specific Plan. Hogle-Ireland, Inc. will carefully coordinate these Specific Plans with the General Plan program.

Contact: Mike Story, Development Service Director
City of Rialto
909-421-7205
storym@rialto.ca.gov
150 South Palm Avenue
Rialto, CA 92376

CITY OF PERRIS GENERAL PLAN UPDATE & EIR





Hogle-Ireland, Inc. updated the City of Perris' General Plan and prepared the Program Environmental Impact Report. A key component of the update process was the County of Riverside and Western Riverside County Multi-Species Habitat Conservation Program that significantly altered the extent and locations of future development within the city. This effort also included coordination with the Joint Powers Authority, of which Perris is a member, in regard to the ongoing update of the March Air Reserve Base Airport Land Use Plan that affects significant areas within the City of Perris.

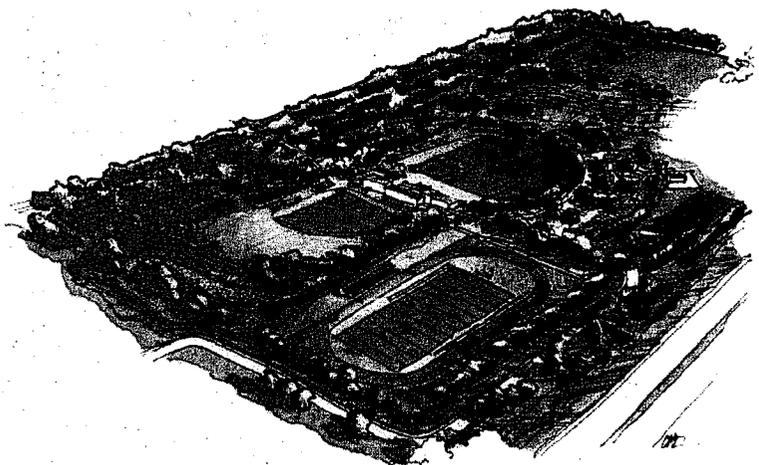
Contact: Brad Eckhardt, Planning Manager
City of Perris
951-943-5003
101 North 'D' Street
Perris, CA 92570

CLAREMONT GENERAL PLAN UPDATE & EIR

2007 APA Los Angeles Section winner - Advance Planning Small Jurisdiction
2007 APA Inland Empire Section winner - Special Award: Hard Won Victory

The City of Claremont, with a population of 35,000, stands as truly one of the most unique communities in Los Angeles County. Founded in the late 1800s as a railroad stop, Claremont embraced early the concepts of forward thinking town planning. In 2004, the City chose Laura Stetson while at a previous firm to continue the town's history of good planning through preparation of a comprehensive General Plan update, the first since 1981. To help Claremont residents craft a vision for the first decades of the twenty-first century, the team led a multi-layered public involvement program, including working with a 100+ member General Plan Committee with topic-oriented subcommittees. This was one of the first General Plans in California where sustainability was a core concept for all Elements. It is also only the second General Plan with a Governance Element.

Contact:
Lisa Prasse, City Planner
City of Claremont
909-399-5470
lprasse@ci.claremont.ca.us
207 Harvard Ave.
Claremont CA 91711-0880



Claremont Colleges East Campus





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RJM References/Project Experience



Project Name:
San Bernardino Parks, Recreation, Trails and Open Space Master Plan

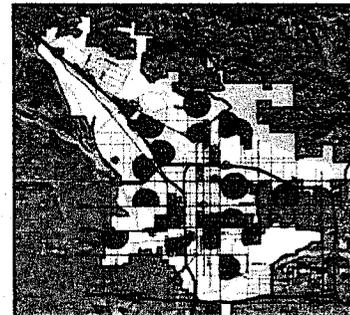
Date Completed:
 Adopted November 2008

San Bernardino Statistics:
 The estimated population of San Bernardino, California in 2007 was 205,010. San Bernardino is an ethnically diverse City with an above average proportion of households having children under 18 and a below average income profile. The City is projected to grow slowly over the next 10 to 15 years after which growth is expected to increase somewhat until 2035.

Project Description:
 The development of the Master Plan was built upon community input. Hundreds of residents of all ages participated in the planning process. This included community workshops, a staff focus group, stakeholder interviews, workshop surveys, sports organization surveys, and a community wide telephone survey. Additionally, community data from the 2005 General Plan was also utilized.

Key issues identified through the needs assessment process included parks maintenance, safety and crime, lack of funding for the Department, need for a trail system, increased park acreage, and the need for more community centers, swimming pool, baseball fields, soccer fields, and indoor basketball courts.

A detailed Strategic Plan was also prepared in conjunction with the Master Plan Update. The Strategic Plan analyzed the current maintenance and operations for the parks and recreation facilities, and included a comparison of other cities budgets. Funding sources and opportunities were outlined for the improvements identified in the Master Plan.



REFERENCE

Kevin Hawkins, Director
 City of San Bernardino
 1350 South "E" Street
 San Bernardino, CA 92401
 Ph: (909) 384-5233
 Fax: (909) 384-5160
 Email: Hawkins_Ke@ci.san-bernardino.ca.us



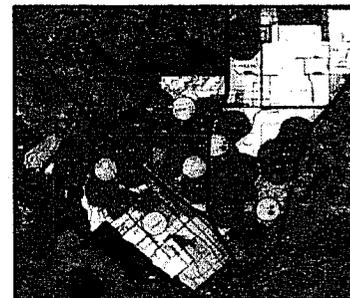
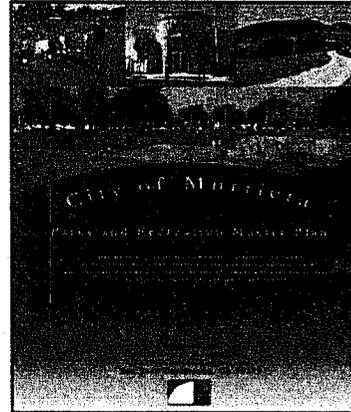
Project Name:
Murrieta Parks and Recreation Master Plan

Date Completed:
Adopted June 2009

Murrieta Statistics:
Murrieta is a picturesque community of approximately 100,173 persons located in southwestern Riverside County, California. The Community Services District has a Community Center and a Senior Center, and a Teen Center in design. In addition, the number of parks maintained has increased to 48 with another currently under construction and 3 more in design. The Maintenance Division now oversees approximately 1,350 acres of open space, streetscape, slope, trails, and parkland.

Project Description:
The Master Plan Update sets the framework for decision makers in the planning and rehabilitation of the City's parks and recreation facilities and established park and facility standards for the next ten years. Furthermore, the updated Master Plan provides a systematic and prioritized approach to the implementation of needed parks and facilities including methods to fund such improvements. The finished update includes three main components: (1) an accurate and defensible recreation facility needs assessment and gap analysis constructed on a foundation of an active public involvement program, (2) recommended modifications to parks, facilities, and programs to meet current and future needs, and (3) an implementation plan. The main challenge for Murrieta in the coming years will be expanding its physical facilities to meet currently underserved recreation needs. The community has expressed a need for additional facilities such as tennis courts, BMX, equestrian amenities, sports fields, and aquatics. Meeting these needs will be a challenge due to the current depressed economy and the corresponding decrease in developer funding to provide for these facilities. This updated Master Plan recommends innovative strategies to provide for the recreation needs expressed by the community. Just as important, the plan offers recommendations on trail connectivity and park enhancements, which are highly valued by Murrieta residents.

To view the complete report online:
www.murrieta.org/uploads/parks/murrieta_final_report.pdf



REFERENCE

Lea Kolek, Management Analyst
City of Murrieta
26442 Beckman Court
Murrieta, CA 92562
Ph: (951) 461-6116
Fax: (951) 689-9885
Email: Lkolek@murrieta.org





Project Name: Santa Clarita Parks, Recreation, and Open Space Master Plan Update

Date Completed: Adopted August 2008

Santa Clarita Statistics:

Santa Clarita is a picturesque community of approximately 177,000 persons located at the junction of Los Angeles and Ventura Counties, within the Southern California. The demographic profile of the City has remained fairly stable over the past seventeen (17) years and indications are that this will continue. The area surrounding the present City is expected to experience much higher growth.

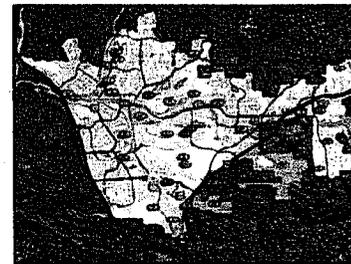
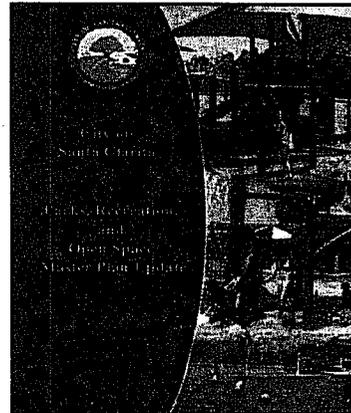
Project Description:

The Parks, Recreation & Open Space Master Plan Update for the City of Santa Clarita identified the recreational needs in the City based on information gathered from an active and broad-based public involvement program that included a community-wide telephone survey, sports organization questionnaires, public workshops, focus groups, interviews, as well as related documents and information provided by the City of Santa Clarita and the region. An evaluation of the current neighborhood park service areas and a city-wide park acreage analysis helped to identify service area gaps and parkland acreage deficiencies within the community. The Master Plan also included an evaluation and recommendations pertaining to the maintenance and operations of the City's recreation facilities, trails, and open space.

This Master Plan serves as a guide for the development and management of parks and recreation, open space, public services and facilities in the City of Santa Clarita. In addition, the compilation of research, data, evaluation and recommendations for the Parks, Recreation and Open Space Master Plan Update will be an invaluable resource for the future preparation of the Regional General Plan "One Valley, One Vision" - a collaborative effort between the City of Santa Clarita and the County of Los Angeles.

Key issues identified through the needs assessment process included: new open space acquisition, new trails to connect to the existing trail network, provision of sports facilities appropriate to current and future population to include gymnasium/indoor basketball courts, soccer fields, tennis courts, baseball, and softball fields, and integration of CIP and O&M software to effectively manage work orders.

To view the complete report online:
www.santa-clarita.com/cityhall/parks/2008-pr_os_master-plan.asp



REFERENCE

Rick Gould, Director of Parks, Recreation and Community Services
City of Santa Clarita
23920 Valencia Blvd.
Santa Clarita, CA 91355
Ph: (661) 255-4978
Fax: (661) 284-1431
Email: rgould@santa-clarita.com



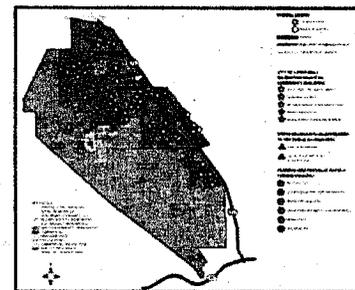
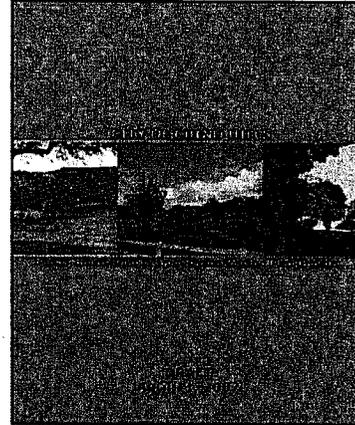
Project Name:
**Chino Hills Parks, Recreation, Trails and Open Space
 Master Plan**

Date Completed:
 Adopted April 2008

Chino Hills Statistics:
 Chino Hills is a California community of 77,969 residents, it is anticipated that Chino Hills will be built out by the year 2025 with a population of 92,158. The City maintains and operates thirty-eight (38) parks. Chino Hills State Park is within the City boundary, and adds to the City's open space and trails system.

Project Description:
 Chino Hills is a unique city recognized for its open space, diverse housing options, neighborhood orientation, and rural character. The City's General Plan, first adopted in 1994, established a vision for the City that is well on its way to fulfillment. In 1994 RJM Design Group prepared the City's first Parks, Recreation and Open Space Master Plan and was hired to update the master plan as the City has experienced rapid growth and development over the last decade.

The Master Plan process included a public outreach program that facilitated the development of a collaborative vision and mission for the City based on resident involvement. The community wide needs assessment determined that the greatest facility and program needs in the City include; an aquatic facility and programming, indoor basketball courts and a gymnasium, senior programming, and a community center that includes a senior component. Concept plans for existing park improvements as well as 19 new sites for recreation opportunities were produced and included in the Master Plan. Analysis and recommendations per provided to determine funding sources that could be accessed to support these recommended park system improvements. Linkages to other regional providers of services and facilities were examined and included in the assessment of needs and opportunities.



REFERENCE
 Mike Fleager, City Manager
 City of Chino Hills
 2001 Grand Avenue
 Chino Hills, CA 91709-4869
 Ph: (909) 364-2600
 Fax: (909) 364-2695
 Email: citymanager@chinohills.org





Nelson E. Miller, AICP

Principal



**Planning
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Hogle-Ireland, Inc.

EDUCATION

B.A., Pomona College

Teaching Credential, California State University,
Long Beach

Planning Graduate Studies, California State
University, Pomona & Fullerton

YEARS OF EXPERIENCE

Over 30

PROFESSIONAL AFFILIATIONS

American Institute of Certified Planners (AICP)

American Planning Association (APA) - Awarded
Inland Empire Section Award for Outstanding
Professional Contributions, 1992

Association of Environmental Professionals (AEP)

Professional Experience

Mr. Miller has extensive planning and management experience in nearly every aspect of planning and community development. He has served as a Community Development Director and Planning Director for several cities and provided a variety of consulting services. Mr. Miller can provide assistance to governmental organizations as interim or contract staff and in preparation of General Plans, Codes, Specific Plans, and special studies of all types. He is also experienced in project management, governmental relations and development processing for private development.

Mr. Miller has prepared General Plans, Codes, Specific Plans and design guidelines and provided planning services to cities, including serving as contract Planning Manager for the City of Perris where he was extensively involved with the Riverside County Multiple Species Habitat Conservation Plan. He also served as contract Community Development Director for the City of Adelanto where he overhauled and re-established the department, including managing the Adelanto General Plan Update and directing the City's Parks Improvement Programs. Mr. Miller is also managing the General Plan Updates for the Cities of Hesperia and Twentynine Palms.

Prior to joining Hogle-Ireland, he served in management level planning and community development positions for Southern California cities including:

- City of Moorpark - Community Development Director
- Town of Apple Valley - Planning Director
- City of Lake Elsinore - Community Development Director

While serving in those positions, he was responsible for the development and implementation of numerous major projects including:

- Coordination and management of a Sphere of Influence expansion of 4200 acres for the City of Moorpark
- Preparation of the Town of Apple Valley's first General Plan and Development Code
- Preparation of an Airport Land Use Plan for the Town of Apple Valley
- Preparation of a new Zoning code for the City of Lake Elsinore.



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Tonya Pace

Project Manager



EDUCATION

B.S., Urban and Regional Planning, California State Polytechnic University at Pomona

Certificate, Landscape Horticulture, Santa Barbara City College

YEARS OF EXPERIENCE

14

PROFESSIONAL AFFILIATIONS

American Planning Association, former board member - Los Angeles Chapter

Professional Experience

Ms. Pace has extensive professional planning experience stemming from her work in both public and private sector planning. Ms. Pace has effectively managed department staff and project teams to complete both large and small scale development projects, as well as long range planning activities.

Ms. Pace recently served as Interim Community Development Director for the City of Walnut where she supervised Planning, Building, Code Enforcement, Engineering, Redevelopment and CDBG/Housing Divisions.

Ms. Pace also recently provided project management for the City of Twentynine Palms General Plan update and she is currently preparing the Development Code update for the City.

Ms. Pace is also contracted to work on the Newcastle Partners Douglas Park project in Long Beach where she has provided overall project management and entitlement services and assisted in obtaining LEED building certification and sustainable development techniques for this multi-block, multi-building project.

Prior to joining Hogle-Ireland, Ms. Pace successfully operated a small landscape design business for over thirteen years, specializing in design, installation, and maintenance of residential and commercial landscapes. She has also served in planning/management positions including:

- Director of Planning - City of Irwindale
- City Planner - City of Montebello
- Planner- Cotton/Bridges/Associates

Projects she has been involved with include the following:

- Update of general plans, zoning codes, preparation of ordinances.
- Management of city planning and code enforcement operations.
- Processing of sand and gravel mining entitlements and planning for future reuse of the mining pits.
- Update of Irwindale Speedway's project entitlements.
- Construction management assistance and compliance inspections
- Preparation of Action Plans and Needs Assessments
- Preparation of grants for at-risk communities
- Conflict resolution
- Preparation and facilitation of community outreach efforts
- Preparation of Initial Studies and Mitigated Negative Declarations, and project management of Environmental Impact Reports



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William A. Phillips

Senior Designer



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EDUCATION

B.S., Architecture, California Polytechnic State
University, San Luis Obispo

YEARS OF EXPERIENCE

27

PROFESSIONAL AFFILIATIONS

Urban Land Institute - Full member
American Planning Association (APA)

Professional Experience

Mr. Phillips is responsible for the Design Section of Hogle-Ireland. In addition to his management responsibilities, he participates in and oversees all creative design activities for Hogle-Ireland. He has active involvement in all specific plans, master plans, and similar projects handled by Hogle-Ireland.

He was directly responsible for the design elements of the Urban Village Specific Plan for the City of Laguna Hills and the Newport Center Long Range Plan for the City of Newport Beach. He recently participated in the development of a town center plan and design guidelines for the Town of Pahrump, Nevada.

Additional major projects he has managed or had direct involvement in include:

- Lafayette Town Center - Lafayette, CA
- Olinda Heights - Brea, CA
- Prototype Transit Center for Metrolink sites
- Newhall Ranch - Newhall, CA
- Santa Fe Ranch - Santa Clarita, CA
- Sierra Lakes - Fontana, CA
- Del Lago - Tulare, CA
- Fillmore Railroad Property - Fillmore, CA





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Paul Rull

Associate Project Manager II



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EDUCATION

M.A., Environmental Management, Griffith University,
Brisbane, Australia

B.A., Environmental Planning, Griffith University,
Brisbane, Australia

YEARS OF EXPERIENCE

6

PROFESSIONAL AFFILIATIONS

American Planning Association (APA) - Inland Empire
Chapter

Royal Australian Planning Institution

Professional Experience

Mr. Rull has extensive experience in advanced and current planning, working in both public and private sectors. He is well-versed in current planning practices including: processing development applications, tentative tracts and parcel maps, general plan amendments, zone changes, development agreements, conditional use permits, commercial and industrial projects, affordable housing projects, development code amendments, preparation and review of environmental documents, performing site inspections and plan checks, preparing staff reports, conducting Planning Commission hearings and public workshop meetings, working with the public, developers, city departments, agencies and jurisdictions, being the lead for a department and supervising staff. He also has advance planning experience writing elements and background technical reports for General Plan Updates for the following cities:

- City of Rialto
- City of Colton
- City of Rancho Cucamonga
- Redwood City
- City of Twentynine Palms
- City of Hesperia

He has provided contract staff planning assistance for several jurisdictions including:

- City of Canyon Lake
- City of Hesperia
- City of Adelanto
- City of Yucaipa
- County of Riverside Parks Department

In addition to current planning responsibilities, Mr. Rull has experience with:

- General and Specific Plan review
- Development Code Amendments
- CEQA Review
- Land purchase acquisition for recreational uses
- Geographic Information Systems (GIS) maps
- Design guidelines preparation
- Landscaped paseo design
- Create planning applications and conditions of approval
- Trail planning
- Employee training



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Bulmaro Canseco

Associate Project Manager II



EDUCATION

B.S., Urban & Regional Planning, California State Polytechnic University, Pomona

YEARS OF EXPERIENCE

6

PROFESSIONAL AFFILIATIONS

American Planning Association (APA)

HONORS/PUBLICATIONS/ACTIVITIES

2003-04 Urban & Regional Planning Merit Award, California State Polytechnic University, Pomona

Professional Experience

Bulmaro Canseco has extensive experience working in both public and private sector planning. His most recent experience includes serving as the Interim Community Development Director for the City of Twentynine Palms, overseeing the Planning, Building and Safety, and Code Enforcement Divisions.

Mr. Canseco is experienced in:

- Land Use Regulations and Principles
- General Plan Updates
- Zoning Codes/Ordinances
- CEQA Process

Mr. Canseco's advance planning experience includes the preparation of General Plan and Zoning Code updates.

Mr. Canseco has served as project manager for over 200 major residential, commercial, and industrial projects. He has reviewed, processed, and prepared staff reports for various types of land use entitlement applications, including associated environmental documents (Environmental Impact Reports and Mitigated Negative Declarations).

Mr. Canseco's private sector experience includes due diligence studies, entitlement process, project feasibility analysis, and development and operating pro-formas.

Mr. Canseco has presented numerous projects at public hearings (City Council and Planning Commission). Mr. Canseco is also fluent in both written and spoken Spanish.



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Analia Gomez

Assistant Project Manager II



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EDUCATION

B.S., Landscape Architecture, California State
Polytechnic University, Pomona

PROFESSIONAL AFFILIATIONS

American Planning Association (APA)
USGBC Inland Empire Chapter

Professional Experience

Ms. Gomez has experience in private design and graphics as an independent landscape design consultant prior to joining Hogle-Ireland, Inc. She is experienced in residential and commercial landscape project management and has a strong knowledge of plants, design, graphics, and xeriscaping. She is proficient in AutoCad, Adobe Photoshop, Adobe Illustrator, Adobe In-Design, Adobe Acrobat and SketchUp. Additionally, she has well-honed sketching skills.

Ms. Gomez has provided assistance with:

- writing and graphics of the City of Lancaster Design Guidelines
- writing of landscape guidelines,
- City of Corona Downtown-to-Station Bicycle Connections
- Liberty Groves Specific Plan including conceptual development of Community Recreation Facility
- conceptual development of Artesia Civic Center

Ms. Gomez has created a wide variety of exhibits for specific plans, general plans, design guidelines, planned developments, project descriptions, and applications.

Prior to joining Hogle Ireland Ms. Gomez has provided a broad range of landscape design consulting services. She also served as project manager for design-build projects working with contractors and developing contracts and bids, as well as seeing that projects reached completion on schedule and according to budget.



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**ROBERT J. MUETING, AIA, ASLA, LEED®AP
RJM DESIGN GROUP, INC.**

Title: Project Coordinator
Public Involvement Facilitator

Role: Robert "Bob" Mueeting will be the Project Coordinator and will maintain continuous contact with the City's Project Representative. He will coordinate the project from start to finish and will keep team members informed on all matters. He will be mindful of the political and public attitudes regarding the project. **Through his passion for workshop facilitation and public involvement, he has provided invaluable clarity and direction on community-based planning projects for more than two decades.**

Professional Registrations
<ul style="list-style-type: none"> ➤ Landscape Architecture/CA/2055 ➤ Landscape Architecture/MI/813 ➤ Landscape Architecture/WA/1168 ➤ Architecture/CA/CD12928
Education
<ul style="list-style-type: none"> ➤ Bachelor of Architecture / University of Nebraska ➤ Masters Degree/Landscape Architecture / University of Michigan
Professional Affiliations
<ul style="list-style-type: none"> ➤ American Society of Landscape Architecture/Member ➤ American Institute of Architects/Member ➤ California Parks & Recreation Society/Member ➤ National Recreation & Park Association/Member

Robert's goal has been to continually provide creative solutions with an emphasis on and appreciation of the natural environment. He has designed a wide range of innovative, award winning environments for a diverse clientele. In addition, he has assisted his clients with all aspects of development from pre-planning strategies through detailed design and construction. Every project is approached with one thing in mind – to meet the client's needs and expectations with integrity, quality and complete satisfaction.

Similar Project Experience:

- Parks and Recreation Master Plan Update, Murrieta, CA
- Parks, Trails, Open Space and Recreation Master Plan Update, San Bernardino, CA
- Parks, Recreation, and Open Space Master Plan Update, Santa Clarita, CA
- Recreation Needs Assessment for PCM, Inc., Laguna Woods Village, CA
- Parks, Recreation and Open Space Master Plan Update, Chino Hills, CA
- Green Space/Recreation Element and Recreation & Parks Master Plan, Pasadena, CA
- Master Plan of Park, Recreation, Trails, and Open Space, Dana Point, CA
- Recreation, Parks, Green Space and Family Services Master Plan, Azusa, CA
- Aliso Viejo Community Association Parks and Recreation Master Plan, Aliso Viejo, CA
- Open Space Master Plan of Parks and Recreation Update, Costa Mesa, CA
- Aquatic Facility Needs Assessment, El Segundo, CA
- Recreation Needs Assessment, San Juan Capistrano, CA
- Parks and Recreation Master Plan, Norwalk, CA
- Aliso Viejo Streets & Trails Amenities Master Plan, Aliso Viejo, CA
- Recreation Needs Assessment, West Hollywood, CA
- Parks and Recreation Master Plan, Yucaipa, CA
- Parks and Recreation Master Plan, Sacramento, CA
- Master Plan of Parks and Recreation, Laguna Hills, CA
- Parks and Recreation Master Plan, La Quinta, CA



ZACHARY M. MUETING, ASLA, LEED® AP
RJM DESIGN GROUP, INC.

Title: Landscape Planner

Role: Zachary has been involved in Park and Recreation planning for the past 12 years. Given Mr. Mueeting's diverse background he will assist in all areas of the Master Plan including: data collection, analysis, community involvement, park planning, preparation of preliminary probable cost estimates for recommended park improvements, park & recreation facility inventory, and presentation of project materials. Zachary's experience, education, professional accreditation, and publication regarding community consensus building techniques enables him to fulfill his roll assisting with community outreach, landscape planning, and design services

Education:

- Masters Degree/Landscape Architecture/California Polytechnic State University/Pomona, CA
- Bachelor of Science/Information Technology/Colorado Technical University, CO
- Bachelor of Science/Information Systems Management/Colorado Technical University, CO

Similar Project Experience:

- Parks and Recreation Master Plan Update, Murrieta, CA
- Parks, Trails, Open Space and Recreation Master Plan Update, San Bernardino, CA
- Parks, Recreation, and Open Space Master Plan Update, Santa Clarita, CA
- Recreation Needs Assessment for PCM, Inc., Laguna Woods Village, CA
- Parks, Recreation and Open Space Master Plan Update, Chino Hills, CA
- Green Space/Recreation Element and Recreation & Parks Master Plan, Pasadena, CA
- Master Plan of Park, Recreation, Trails, and Open Space, Dana Point, CA
- Recreation, Parks, Green Space and Family Services Master Plan, Azusa, CA
- Aliso Viejo Community Association Parks and Recreation Master Plan, Aliso Viejo, CA
- Open Space Master Plan of Parks and Recreation Update, Costa Mesa, CA
- Development of Community specific online / mailer survey systems for various projects





BARBARA M. HARISON, M.S. M.B.A.
PRINCIPAL, HARISON & ASSOCIATES

Title: Recreation Trends and Program Specialist

Role: Ms. Harison will be responsible for preparation of the recreation trends analysis, the recreation program inventory, as well as recommendations regarding recreation programming to meet the needs of the community.

Related Work History:

Principal, Harison & Associates 1993 to Present
Executive Director Ventura Hillside Conservancy 2007-2009
Director of Parks and Recreation City of San Buenaventura 1986 - 1993
Community Services Director City of Campbell 1975 - 1984
Chief Recreation Supervisor City of Millbrae 1969 - 1975

Similar Project Experience:

- Recreation Program Components and Strategic Business Plan, City of San Bernardino, CA
- Recreation Program Components, City of Santa Clarita, CA
- City of San Ramon Master Plan Update/Strategic Action Plan
- City of Beverly Hills Library Auditorium Study and Facility Fee Study
- City of Oakley Dutch Slough Community Park Funding and Operation Plans
- Elk Grove CSD Recreation Services Master Plan
- City of Milpitas Senior Needs Assessment
- City of Campbell Adult Center Needs Assessment
- California Park and Recreation Society
 - Project Manager for VIP Strategic Plan
 - Benchmarking for Best Practices Projects
- City of Santa Maria Leisure Needs Assessment & Action Plan
- Santa Clara County Parks & Recreation Strategic Plan Funding and Financial Plan
- Sacramento Parks and Recreation Master Plan, CA





PAM WOOLDRIDGE
RESEARCH NETWORK LTD.

Title: Public Outreach, Survey Research Specialist and Demographer

Role: Mrs. Wooldridge will be responsible for survey outreach to the community including a community-wide statistically valid survey of residents. She will also prepare the historical and forecast population and demographic trends analysis.

Mrs. Wooldridge has prepared community survey research aimed at Parks, Recreation and Open Space Plans or Recreation Needs Assessments for more than fifty public agencies, including a previous survey for the City of Highland:

City of Highland Resident Attitude Survey (1993)
Contact: Steve Walker (909/864-8732)

Research Network Ltd. was hired to assist the City of Highland in the preparation of a strategic plan for the City's future land use and infrastructure planning. In addition to interviews conducted among civic leaders, Research Network Ltd. designed and implemented a City-wide survey of Highland residents. The survey focus was an assessment of residents' public service needs and expectations, and willingness to pay for such services. A total of 300 randomly selected households were interviewed via telephone.

The following selected relevant experienced represents recent Team efforts with RJM Design Group, Inc.:

- Recreation Needs Assessment, San Juan Capistrano, CA
- Parks and Recreation Master Plan Update, Banning, CA
- Parks and Recreation Master Plan Update, Murrieta, CA
- Parks, Trails, Open Space and Recreation Master Plan Update, San Bernardino, CA
- Parks, Recreation, and Open Space Master Plan Update, Santa Clarita, CA
- Recreation Needs Assessment for PCM, Inc., Laguna Woods Village, CA
- Parks, Recreation and Open Space Master Plan Update, Chino Hills, CA
- Recreation, Parks, Green Space and Family Services Master Plan, Azusa, CA
- Master Plan of Parks and Recreation, Laguna Hills, CA
- Master Plan of Park, Recreation, Trails, and Open Space, Dana Point, CA
- Open Space Master Plan of Parks and Recreation Update, Costa Mesa, CA
- Green Space/Recreation Element and Recreation & Parks Master Plan, Pasadena, CA
- Parks and Recreation Master Plan, Sacramento, CA
- Recreation Needs Assessment, West Hollywood, CA
- Parks and Recreation Master Plan, Norwalk, CA
- Aquatic Facility Needs Assessment, El Segundo, CA





CHRISTINE COMAN
COMAN CONSULTING

Title: Recreation Facility Demand and Needs Analyst

Role: Mrs. Coman will be responsible for the recreation facility demand and needs analysis.

Experience (all projects with RJM Design Group):

- Recreation Needs Assessment, San Juan Capistrano, CA
- Parks and Recreation Master Plan Update, Banning, CA
- Parks and Recreation Master Plan Update, Murrieta, CA
- Parks, Trails, Open Space and Recreation Master Plan Update, San Bernardino, CA
- Parks, Recreation, and Open Space Master Plan Update, Santa Clarita, CA
- Recreation Needs Assessment for PCM, Inc., Laguna Woods Village, CA
- Parks, Recreation and Open Space Master Plan Update, Chino Hills, CA
- Recreation, Parks, Green Space and Family Services Master Plan, Azusa, CA
- Master Plan of Parks and Recreation, Laguna Hills, CA
- Master Plan of Park, Recreation, Trails, and Open Space, Dana Point, CA
- Open Space Master Plan of Parks and Recreation Update, Costa Mesa, CA
- Green Space/Recreation Element and Recreation & Parks Master Plan, Pasadena, CA
- Parks and Recreation Master Plan, Sacramento, CA
- Recreation Needs Assessment, West Hollywood, CA
- Parks and Recreation Master Plan, Norwalk, CA
- Aquatic Facility Needs Assessment, El Segundo, CA





JAMES FLETCHER PHD

Title: Maintenance and Operations Analyst

Role: Jim will be responsible for the operations and maintenance evaluation of existing sites, analysis of existing procedures and funding, and recommendations for improving procedures, and cost effective development of new facilities.

Education:

- B.S., Recreation and Parks, Texas A&M University
- M.S., Park Administration, Texas Tech University
- Ph.D., Resource Development, Michigan State University

Experience:

City of San Bernardino Park and Recreation Master Plan (2006 - 2007). Served as a consultant to review maintenance standards, guidelines and practices for the City of San Bernardino Department of Parks and Recreation. Prepared recommendations for improved maintenance standards and guidelines. Reviewed capital budgets and recommended operating budget allocations to pay for operation of capital improvements planned for the next ten years.

City of Santa Clarita Park and Recreation Master Plan (2006 - 2007). Served as a consultant to review maintenance standards, guidelines and practices for the City of Santa Clarita Community Services Department, Parks and Recreation Division. Prepared recommendations for improved maintenance standards and guidelines. Reviewed capital budgets and recommended operating budget allocations to pay for operation of capital improvements planned for the next ten years.

City of Chino Hills Park and Recreation Master Plan (2006). Served as a consultant to review maintenance standards, guidelines and practices for the City of Chino Hills Community Services Department. Prepared recommendations for improved maintenance standards and guidelines. Reviewed capital budgets and recommended operating budget allocations to pay for operation of capital improvements planned for the next ten years.

North Tahoe Public Utility District, Park and Recreation Division (2006). Conducted a public needs survey for park and recreation services in the North Tahoe Public Utility District. Findings from the survey were utilized to prioritize capital improvement projects for park and recreation areas and facilities as part of the master plan update for the NTPUD.

California State Parks Survey (2002 - 2003). The California Department of Parks and Recreation contracts for the completion of a survey of Californians every five years. The purpose of the survey was to identify recreation use patterns, preferences for facilities and services, and willingness to fund public outdoor recreation. Findings from this survey were used to update the State Comprehensive Outdoor Recreation Plan, and guide funding for public park and recreation projects in California for five years.



Insurance

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Client#: 1288518

304HQLEIRE

ACORD - CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 03/18/2010
PRODUCER BB&T Insurance Services of California, Inc. 10 Von Karman Ave, Ste 900 Irvine, CA 92612	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Hogle-Ireland, Inc. 2860 Michette Drive, Ste 100 Irvine, CA 92606	INSURERS AFFORDING COVERAGE INSURER A: American Casualty Co of Reading INSURER B: Transportation Insurance Compan INSURER C: Employers Compensation Insuranc INSURER D: Inshore Specialty Insurance C INSURER E:	NAIC # 20427 20494 11512 25445

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

FORM NO. (Ltr. Desc.)	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> OCP GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> ACC. <input type="checkbox"/> LOC	B2062828476	04/01/2010	04/01/2011	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED EQUIPMENT (EA Occurrence) \$200,000 MED EXP (Any one person) \$10,000 PERSONAL & MOV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - CONPROP AGG \$4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS GARAGE LIABILITY <input type="checkbox"/> ANY AUTO	B2062828476	04/01/2010	04/01/2011	COMBINED SINGLE LIMIT (EA Occurrence) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
B	EXCESS / UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$10000	B2062828574	04/01/2010	04/01/2011	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/ OFFICER/SHAREHOLDER EXCLUDED? (Identify in []) <input type="checkbox"/> If yes, describe under SPECIAL PROVISIONS below.	FN030629808	04/01/2010	04/01/2011	<input checked="" type="checkbox"/> WC STATL <input type="checkbox"/> OTH-ER <input type="checkbox"/> JOBN LIMITS E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Other Professional Liability	000188601	04/01/2010	04/01/2011	\$1,000,000 Each Claim \$2,000,000 Aggregate \$10,000 Retention

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Inc. is hereby named as an Additional Insured with respect to General Liability and Auto Liability, as required by written contract, per attached forms SB146932B and SB146902A. Insureds. Waiver of Subrogation applies per attached form SB-380022-A.

CERTIFICATE HOLDER	CANCELLATION 10 Days for Non-Payment
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>Mark A. Lind</i>

ACORD 25 (2008/01) 1 of 2

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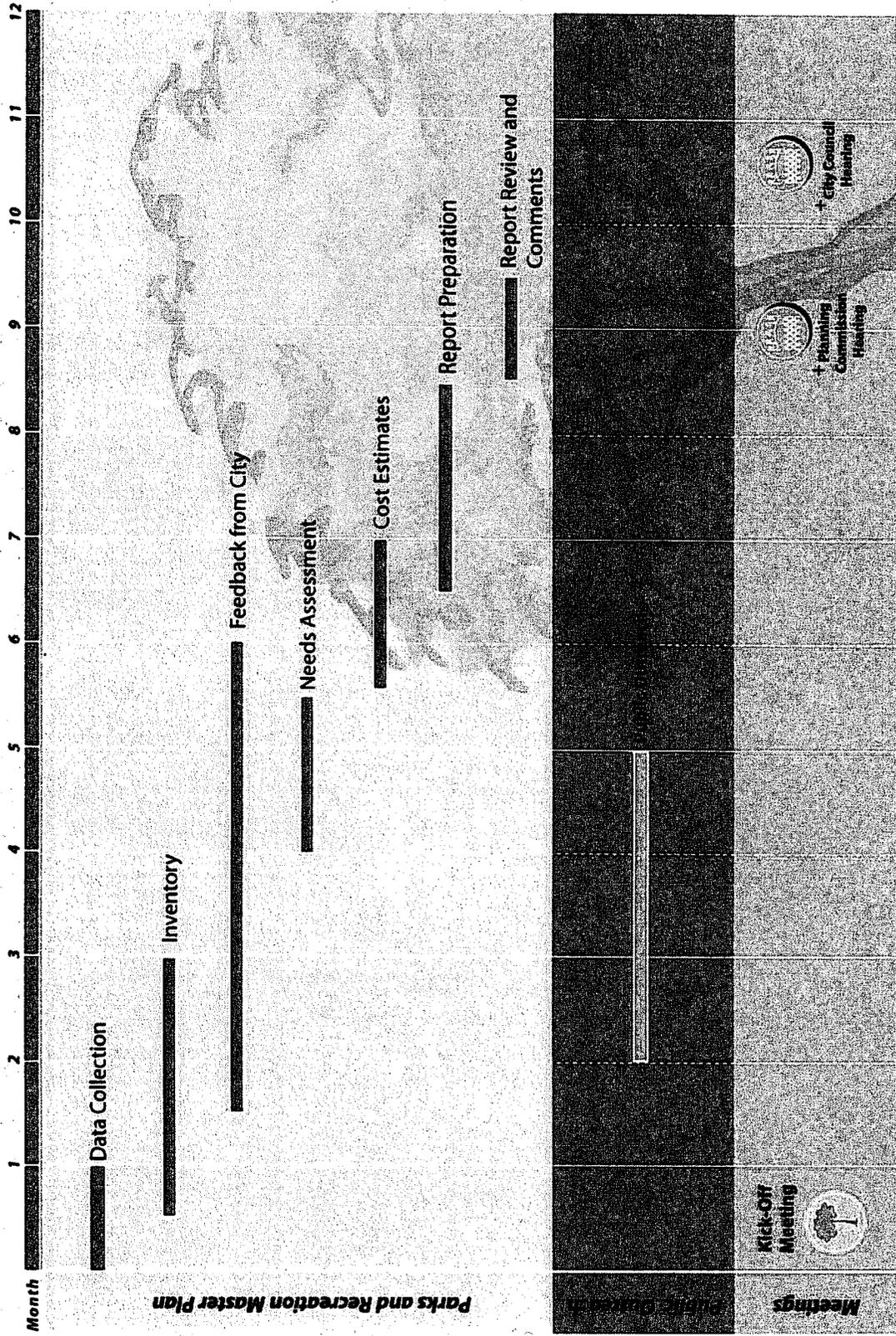
 Planning
in Motion
Hogle-Ireland, Inc.

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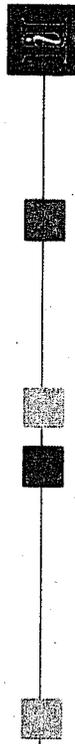
Project Schedule





 **Planning
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Hogle-Ireland, Inc.

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Highland Budget Summary

Hogle-Ireland, Inc. Cost Estimate	
TASKS AND WORK PRODUCTS	Cost
PHASE 1 - GOALS, OBJECTIVES AND DATA COLLECTION	
1.1 KICK-OFF MEETING WITH TEAM	\$2,060.00
1.2 RELATED STUDIES	\$2,700.00
1.3 COMMUNITY DEMOGRAPHIC PROFILE	\$2,125.00
PHASE 1 - SUBTOTAL	\$6,885.00
PHASE 2 - INVENTORY OF RECREATION RESOURCES	
2.1 PARKS, RECREATION FACILITIES, TRAILS, AND OPEN SPACE	\$6,270.00
2.2 INVENTORY OF RECREATION PROGRAMS	\$3,240.00
2.3 INVENTORY OF MAINTENANCE AND OPERATIONS STANDARDS	\$5,820.00
PHASE 2 - SUBTOTAL	\$15,330.00
PHASE 3 - PUBLIC INVOLVEMENT	
3.1 STAKEHOLDER INTERVIEWS	\$3,600.00
3.2 FOCUS GROUPS	\$4,355.00
3.3 SPORTS ORGANIZATION QUESTIONNAIRE	\$3,290.00
3.4 STATISTICALLY VALID RESIDENT TELEPHONE SURVEY	\$16,010.00
3.5 PUBLIC WORKSHOPS	\$8,130.00
3.6 INTERNET INTEGRATION - WEBSITE (OPTIONAL)	\$3,700.00
3.7 COMMUNITY INFORMATIONAL KIOSK (OPTIONAL)	\$1,800.00
PHASE 3 - SUBTOTAL	\$35,385.00
PHASE 3 - TOTAL (W/ OPTIONAL)	\$5,500.00
PHASE 4 - COMMUNITY NEEDS ASSESMENT	
4.1 ACTIONABLE, DEFENSIBLE FACILITY DEMAND AND NEEDS ANALYSIS	\$7,040.00
4.2 RECREATION TRENDS ANALYSIS (OPTIONAL)	\$2,295.00
PHASE 4 - SUBTOTAL	\$7,040.00
PHASE 4 - TOTAL (W/ OPTIONAL)	\$9,335.00
PHASE 5 - DEVELOPMENT IMPACT FEE ANALYSIS	
5.1 IMPACT FEE ANALYSIS	\$3,000.00
PHASE 5 - SUBTOTAL	\$3,000.00
PHASE 6 - IMPLEMENTATION STRATEGY	
6.1 RECOMMENDATIONS	\$10,730.00
FUTURE OPPORTUNITIES/STUDY	\$9,360.00
6.2 COST ESTIMATES	\$2,140.00
6.3 MAINTENANCE AND OPERATIONS EVALUATION AND RECOMMENDATIONS	\$5,060.00
6.4 PROGRAM RECOMMENDATIONS - OPTIONAL	\$7,020.00
PHASE 6 - SUBTOTAL	\$27,290.00
PHASE 6 - TOTAL (W/ OPTIONAL)	\$34,310.00
PHASE 7 - REPORT AND PRESENTATIONS	
7.1 REPORT	\$19,260.00
7.2 PRESENTATIONS	\$7,740.00
COORDINATION AND REIMBURSABLES	\$3,690.00
TASK 7 - SUBTOTAL	\$30,690.00
TOTAL - OPTIONAL	\$14,815.00
BASE BID TOTAL	\$125,620.00
BASE BID TOTAL W/ OPTIONAL	\$140,435.00
* Assumes efficient GIS data is provided by City	