

## Example Work Plan and Timeline

The Master Planning Team will be contracted through LRK Inc. as the prime consultant. Other team members will be subcontracted to LRK Inc. Alta/Greenways in association with LRK Inc. will lead the greenprint planning process and the overall team. Subconsultants/other team members include the Trust for Public Land; Placeways, Inc.; Trust Marketing in association with LTA Consulting, LLC; and Powers Hill Design in association with Orion Planning. Steve Auterman, LRK Inc., will serve as Project Manager for the Master Planning Team.

### **Task 1: Develop a Green Infrastructure inventory and Analysis**

The Team will use a Greenprinting process, third-party data and local input to establish local green infrastructure and sustainability priorities for the Mid-South region as described in RFQ Number 12-006-65.

#### **Task 1.1 – Prepare Base Maps and identify Greenspace Opportunities**

Review data sets to determine the best strategy for developing a GIS-based plan.

Analyze and synthesize data sets to develop maps that will provide groundwork for regional greenspace and sustainability framework. Includes development of GIS base maps required for analysis of existing green infrastructure and identification of new opportunities.

#### **Task 1.1A – GIS-mapping Data Collection and Preparation**

The Master Planning Team will advise and provide coordination to Consortium members as to preferred data sources and types that would need to be collected from throughout the plan study area including the cities of Arlington, Bartlett, Collierville, Germantown, Lakeland, Memphis, and Millington in Shelby County, TN; the cities of Piperton, Gallaway and Braden in western Fayette County, TN; the cities of Hernando, Horn Lake, Olive Branch, Southaven, and Walls in northern DeSoto County, MS, and the cities of West Memphis, Marion and Sunset in eastern Crittenden County, AR.

The data sets listed below will be collected for the plan study area when available. The Master Plan Team will not purchase data, enter into data licensing processes or create new data. Any known deficiencies in data acquisition of the below listed data sets for parts or all of the study area will be noted by the Master Planning Team for the data consultant to address.

- Drainage and Flood Information
- General Environmental and Resource Information (Wetlands/hydrology, Soils inventory, Aquifer recharge areas, Sanitary sewer corridors and utility corridors, Special environmental features such as hazardous sites, forests, and farmland)
- Transportation Facilities (streets, highways, railroads, and transit routes)
- Existing and Planned Trails and Greenways (Including sidewalks, multiuse paths, bikeways, and equestrian, hiking, mountain biking, and blueway trails)
- Community Facilities and Cultural Resources (Including police, fire, community centers, health centers, grocery stores libraries, schools, historic sites and districts, regional destinations, and other identified areas)

- Existing and planned land uses
- Publicly and privately held greenspace resources
- Planned major development projects, roads, utilities, mining operations, and other projects that may impact parks, open space, and trails and livability/sustainability indicators
- Viewsheds and visually sensitive areas
- Regional demographic information, current, and projected
- Housing and employment data (current and projected)
- Parcel data

To expedite the project, the Team will provide the following GIS data services to the project for up to thirty (30) days after commencement of this contract in anticipation of a data consultant being contracted to provide GIS data services within thirty (30) days of this contract commencing. These services include:

- Evaluation and recommendation of data request(s), in addition to above list, based upon Working Group and Consortium member input;
- Coordination of data collection activities with Consortium members;
- Basic GIS data preparation including:
  - Creating an Inventory Tracking System
  - Creating a Reference Data Library
  - Cleaning data when appropriate
  - Correcting and synchronizing projections among data sets
  - Clipping data sets for project purposes
  - Creating GIS data layers for mapping purposes

### **Task 1.2 – Field Investigations**

Visit specific landscapes to identify priority sites that could be utilized for future open space and trail resources and facilities. The field investigations will take place during a one-week period. The Team will plan to maximize the number of sites visited during the time period.

### **Task 1.3 – Regional Green Infrastructure and Sustainability Analysis Tools**

The Master Planning Team will conduct the following analyses as part of Task 1:

#### **Demographics and Level of Service Analysis**

Using information derived from the public input and demographics analysis, the Team will determine a regional level of service (LOS) and demand for open space and trails. We will reconcile this existing classification and LOS against exemplary national standards to form the basis of planning for the project study area. The Team will make use of surveys completed as part of the public input element of this effort and previous regional surveys to define a level of service and need for regional parks, recreation, open space and trails resources and facilities. The Team will also work with the Consortium GIS partners to analyze and evaluate demographic information.

#### **Sustainability Indicators Modeling and Analysis**

The Team will use CommunityViz®--a GIS-based software program used to analyze and communicate planning alternatives--to estimate sustainability and livability outcomes associated with alternative greenprint plans proposed as part of the planning process. Using available data collected, this modeling and analysis will evaluate approximately twenty (20) indicators.

#### **Impacts of New Practices and Policies Analysis**

The Impacts of new Practices and Policies Analysis will simulate the adoption of practices or policies that promote a healthier environment and measure the effects of practices or policies if enacted. The focus will be on best management practices and environmentally-oriented planning policies. Included will be analysis of up to three (3) basic policies.

**Meeting(s):** Two (2) client meetings and three (3) Consortium meetings (January 2013: Planning Process Kick-Off meeting, March 2013: Presentation of Preliminary Findings of Task 1 meeting and May 2013: Presentation of Findings of Task 1 meeting) will be attended by member(s) of the Master Planning Team to facilitate completion of this task. Attendance at the March 2013 Consortium meeting may also satisfy the meeting deliverable for Task 2.

**Task 1 Deliverable:** Summary of Findings: Preliminary Regional Green Infrastructure Inventory and Analysis. The report and GIS-mapping will define areas and types of open space and trail needs for the region. Maps provided will include a one (1) base map at the regional level, one (1) base map at the county-level for each of the four counties in the study area, and three (3) additional resource-based county maps for each county for a total of sixteen (16) maps.

#### **Task 2: Existing Planning Documents Review**

The Master Planning Team will review and analyze (1) existing plans that relate to open space, trails, natural areas, as well as future land use and transportation; and (2) existing user studies or surveys that will help define the basis of need within the project study area, as provided by Consortium members.

**Meeting(s):** One (1) client meeting and one (1) Consortium meeting (March 2013: Presentation of Findings of Task 2) will be attended by member(s) of the Master Planning Team to facilitate completion of this task. Attendance at the March 2013 Consortium meeting may also satisfy the meeting deliverable for Task 1.

**Task 2 Deliverable:** Summary of Findings: Analysis of Current Planning Environment

#### **Task 3: Public Participation: Facilitation, Education, and Building Regional Consensus**

The Master Planning Team will provide the following opportunities for public input:

- **Four (4) Public Meetings.** The Team will lead a public participation process that includes four (4) public meetings, in which the consultant will present information, help educate citizens about the resources, and obtain public input in the evaluation of the resources

and conservation recommendations. The Team will use these meetings to investigate the needs of specific stakeholders and user groups, including but not limited to developers, landowners, community leaders, business people, agency decision makers, neighborhood groups, hikers, cyclists, equestrians, transit users, and conservation groups. The purpose of this task is to determine the priorities of these groups, educate citizens and stakeholders on the regional greenspace issues and benefits, and develop consensus on future development of the Greenprint Plan. Input will also be used to reconcile what the LOS computations suggest for the region. The results of this investigation shall be compared against the inventory and analysis of greenspace conducted in Task 1.

The Team will communicate about these public meeting opportunities on the project website and blog and will provide appropriate information and communication materials to the client, Working Group and Consortium members, data consultant and community engagement consultant for dissemination to the public. The Team will provide the agenda and content including all visuals and data-gathering exercises, for each meeting. Location of meeting to be decided by Consortium.

- Meeting 1: Introduction and Overview
  - Meeting 2: Discover Best Practices and Community Values
  - Meeting 3: Testing Outcomes
  - Meeting 4: Deciding and Prioritizing Initiatives
- **Three (3) Online Survey opportunities as follows:**
    - Survey 1: Community Values and Green Infrastructure needs
    - Survey 2: Plan Alternatives Feedback
    - Survey 3: Respond to Draft Recommendations and Prioritization of Implementation Strategies
  - **Project Website and Blog:** Develop and maintain website and blog for initial twelve (12) months of planning process.
  - **Branding of the Planning Process:** Develop and provide two initial concepts for branding to consist of logo and slogan that can be used to identify the regional greenprint planning process for review by the Consortium Executive Committee.
  - **Stakeholder Interviews:** The Team will interview a reasonable number of key stakeholders (up to 50) referred by Client, Working Group and/or Consortium representatives in not more than 10 individual or group meetings.

**Meeting(s):** Four (4) client meetings and one (1) Consortium meeting (July 2013: Presentation of Findings from Public Meetings To-Date) will be attended by member(s) of the Master Planning Team to facilitate completion of this task.

**Task 3 Deliverables:**

- 4 public meetings
- 3 online surveys
- Project website and blog
- Branding and communication package
- Stakeholder interviews

#### **Task 4: Regional Greenprint Recommendations**

The Master Planning Team will develop formal recommendations for resource preservation and greenprint connectivity in a report that will be reviewed by the jurisdictions represented in the Consortium as well as the federal, state regional, and local agencies and organizations for adoption into short and long term planning work for the region. This report will include the draft Mid-South Regional Greenprint and Sustainability Plan and conceptual framework plan that outlines and forecasts a twenty-five year vision, goals and objectives for the region.

**Meetings:** Two (2) client meetings and one (1) Consortium meeting (September 2013: Presentation of Greenprint Vision Plan) will be attended by member(s) of the Master Planning Team to facilitate completion of this task.

**Task 4 Deliverable:** Mid-South Greenprint Vision Plan (Working Draft)

#### **Task 5: Development of action-oriented short, medium and long term implementation strategies**

The plan will recommend priority projects and phasing, provide general budget parameters and methods for implementation. The Team will recommend a regulatory framework for implementing the plan including recommendations for land development code and zoning modifications, adequate facilities ordinance suggestions and other policy options for protecting greenspace.

**Meeting(s):** One (1) client meeting will be attended by member(s) of the Master Planning Team to facilitate completion of this task.

**Task 5 Deliverable:** Working Draft Regional Greenprint Report with Implementation Strategies

#### **Task 6: Incorporation of additional activities and elements of the HUD Sustainable Communities Regional Planning Grant into the final planning document**

The Master Planning Team will incorporate into the final report the results of additional follow-on studies or reports developed under the HUD Sustainable Communities Regional Planning Grant, including: Bus Transit to Workplace Study, Health Impact Study, Fair Housing & Equity Analysis, and sub-area plans funded through Neighborhood Planning fund, Greenways Planning fund, and Sustainability Pilot Project fund.

Meeting(s): Attend one (1) Consortium meeting and one (1) client meeting will be attended by member(s) of the Master Planning Team to facilitate completion of this task.

**Task 6 Deliverable:** Mid-South Regional Greenprint and Sustainability Plan (Final Plan)

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