



ASAKURA
ROBINSON



2022 PARKS AND OPEN SPACE PLAN RFQ - 11292021

CITY OF SUNSET VALLEY
JANUARY 10, 2022

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On behalf of the entire Asakura Robinson team, I am thrilled to submit our qualifications for the Sunset Valley Parks and Open Space Plan for three key reasons:

1. The City of Sunset Valley's commitment to prioritizing resident's quality of life and enjoyment of parks and open space while also maintaining environmental integrity and natural resource conservation is representative of our values. We bring expertise in how to manage this balance between culture and ecology in our design and planning projects at multiple scales. Our Urban Ecology studio is represented by landscape architects and urban planners that thoughtfully integrate both community use and ecology into broad-reaching visions for parks and open spaces. The confluence of ecological science, urban planning, design, and community engagement is where we feel most comfortable knowing that great opportunities to do innovative work exist at the overlaps of each of our disciplines.

2. When it comes to our interest in parks and open space planning, we are individuals who love parks and spend most of our free time using parks and trails to connect with our loved ones, friends, and our larger community. Two key staff on this project, including myself and Senior Designer Michelle Bright, live adjacent to Sunset Valley and often bike and hike with our families along Sunset Valley's beautiful trail system.

3. Our prior experience with the City and its systems and processes will allow us to hit the ground running on the tight timeline of the Parks and Open Space Plan. In 2017, we completed the City's Uplands Concept Plan, the product of a rigorous 6-month community-based design process that provided a program framework and phasing strategy for a 9-acre tract in the open space network. We have the major advantage of already having conducted community engagement within the city as part of that project, and have a baseline understanding of the conditions of the parks and open space system.

We envision parks as opportunities to leverage open space toward the many different goals of a community and city. That leverage becomes even greater when we think beyond a single park and view parks as an interconnected system. Connections between and among parks and trails promote mobility, active living, quality of life of residents, ecological function, wildlife migration, cultural value, and social engagement. We are able to utilize our firm's expertise in urban design and planning to understand the best ways to evolve the urban fabric of the cities and towns in which we work that both protects the identity of a place, its environmental and social integrity, and allows it to evolve resiliently.

We would be honored to work with The City of Sunset Valley to develop a vision for the future of its Parks and Open Spaces. We could not imagine a project more in line with what we love most about the work we have the privilege of doing every day. Thank you so much for your consideration and time.

Sincerely,

Claire Eddleman-Heath, PLA, LEED AP BD+C, SITES AP / Principal-in-Charge

Margaret Robinson, PLA, LEED AP, SITES AP / Founding Principal

AUTHORIZED REPRESENTATIVE

Margaret Robinson; Founding Principal
(832) 236-4493 // margaret@asakurarobinson.com
1224 East 12th Street, Suite 310, Austin TX 78702

QUALIFICATIONS

SPECIFIC PROJECT EXPERIENCE

Parks and open spaces are the heart of the communities for which we are planning for and alongside. Parks and communal facilities mean something different to different people, families, and communities but are always integral to quality of life regardless of a person's background, especially as they have served as an increasingly vital asset for communities in the past years, amidst the ongoing pandemic. The diversity of connection found in parks is one of the many reasons we feel passionately about this work. We see parks as familiar and safe spaces for cohesive communities, but also as common ground for diverse communities to come together and better understand each other.

We excel at working with multiple stakeholders and crafting implementable plans. We also bring a unique methodology based on the belief that public engagement and multidisciplinary collaboration are the cornerstone of any project.

We believe that implementation happens when the community takes ownership of the planning and design process. As such, we take the role of active listeners, translating community desires and stakeholder goals into implementable projects.

Working across multiple scales can often be a challenge for planners and designers, however, our aptitude across urban planning, urban design, and landscape architecture ensures that we can see how visioning a thoughtful, innovative parks master plan now can ensure implementation over time to transform each of Sunset Valley's parks into vital assets to the communities they serve. This focus on the big picture begins through an evaluation of existing parks and recreation assets, demographics and underserved communities, and access to parks through rigorous spatial analysis and inventory work.



City of Austin // Central Williamson Creek Greenway Vision Plan

Central Williamson Creek is a stretch of nearly continuous greenway along Williamson Creek located about 1 mile downstream of Sunset Valley. The project area presented a unique opportunity to bring healthy park amenities to a locale that didn't have designated, accessible green space.

Asakura Robinson worked with the City of Austin and Community Powered Workshop to provide landscape architecture, urban ecology and public engagement services for this impactful project. Additionally, AR promoted vital ecological benefits, such as flood control, habitat for wildlife, carbon sequestration, and more, all while providing opportunities to develop ways that residents can connect with nature and use the green spaces for recreation, relaxation, and social gathering.

Reference Gregory Montes, Program Manager, Park Planning Division // (512) 974-9458 // gregory.montes@austintexas.gov

Location Austin, TX

Timeline May 2020 - August 2021

Fee \$45,000



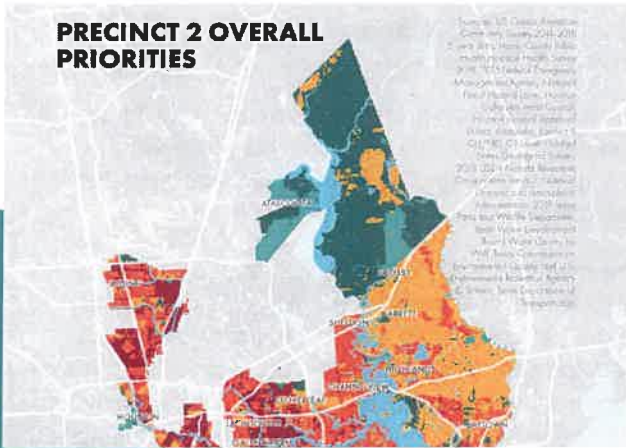
Location Pasadena, TX
Timeline February 2019 - July 2020
Fee \$211,375

City of Pasadena // Pasadena Healthy Parks Plan

The goal of the Pasadena Healthy Parks Plan was to identify investments in healthy, welcoming, accessible parks that will ensure that Pasadena continues to thrive.

Utilizing extensive community engagement and rigorous analysis of scientific data, the Healthy Parks Plan identifies the best opportunities for new parks, park improvements, park programming, and park funding and maintenance. Not only was it important to identify where to invest, but also there was substantial scientific evidence to show that specific types of investments in infrastructure and programming have direct health impacts. AR developed Healthy Parks Design Guidelines to provide guiding principles for what makes a park "healthy" and inform the planning and design of projects locally and regionally.

Reference City of Pasadena, Jed Aplaca, Director of Parks and Recreation Department // (713) 745-7048 // japlaca@pasadenatx.gov



Location Houston, TX
Timeline May 2020 - June 2021
Fee \$624,450

Harris County Precinct 2 // Parks and Trails Plan

Asakura Robinson teamed with Tecolotl and Working Partner to provide an analysis of the parks and trails in Precinct 2 and provided recommendations towards the future of the open spaces in the precinct. The planning process involved a Task Force of stakeholders, Community Planners, or resident leaders committed to increasing awareness through the plan, and engagement opportunities held in both English and Spanish.

The Precinct 2 Parks and Trails Plan outlines how parks, trails, and open spaces can best serve the communities of Precinct 2; examine existing parks and trails; make recommendations for new and improved facilities; and develop clear goals and objectives for the future of parks and trails in Precinct 2.

Reference Bryan Brown // (713) 274-4037 // bryan.brown@eng.hctx.net



Location Sunset Valley, TX

Timeline February 2017 - December 2017

Fee \$35,000

City of Sunset Valley // Uplands Conceptual Plan

In the time since the City of Sunset Valley purchased the Uplands tract in 2006, there have been numerous efforts to craft a vision for the ultimate use of the land, none of which have garnered sufficient community or political support to be realized.

The product of a rigorous 6-month community-based design process, the Uplands Concept Plan provides a programming framework and phasing strategy for integrating the underutilized 8.75 acre Uplands tract into the City of Sunset Valley's open space network. While questions about the long term highest and best use of the site remain unanswered, the Concept Plan offers a guideline for transforming the Uplands into a viable space that fulfills the diverse desires of the City's residents should the community determine that formalized parkland at the Uplands tract is in the best interests of the City.

Reference N/A - reference is no longer with the City of Sunset Valley



Location Houston, TX

Timeline August 2019 - May 2020

Fee \$105,000

Houston Parks Board // Inwood Detention Recreation Study

Asakura Robinson provided landscape architecture and development strategies for the adaptive reuse of a golf course for flood mitigation and recreation networks.

The neighborhood of Inwood Forest, located in northwest Houston along the White Oak Bayou, is prone to flooding and was identified by the City of Houston and Harris County Flood Control District as an opportunity to incorporate detention basins for flood mitigation. Working with civil engineers, engaging with relevant stakeholders, and engaging with residents, the team provided alternate design options for the detention basins to preserve existing site amenities and developed landscape plans for recreational opportunities. These opportunities included a trail network, ecological restoration, a series of pocket parks, and passive recreation opportunities along the planned dry and wet detention basins.

Reference Lisa Graiff, Sr Capital Projects Manager // (832) 335-0078 // lisag@houstonparksboard.org

TEAM QUALIFICATIONS

Asakura Robinson is a landscape architecture, planning, and urban design firm which strengthens environments and empowers communities through innovation, engagement, stewardship, and an integrated design and planning process. Our team is composed of both local and national experts, representing the best of the industry's ability to think critically about the established goals of the City of Sunset Valley and how to translate them into the built environment and find opportunities to innovate.

We are uniquely qualified for this position through our transdisciplinary studio structure (Landscape Architecture, Urban Design, Urban Ecology, Planning). We bring together a diversity of opinion and focus areas that inherently increase the value of all our design and planning services.

We have a history of working on complex, multi-scale projects that overlay critical data across sectors - ecology, health, infrastructure, real estate, utilities - while thoughtfully including engagement and public input into the process. As such, we take the role of active listeners, translating community desires and stakeholder goals into implementable projects. This spirit of partnership is also evident in our interaction with our clients and consultants, where mutual respect and consistency are key drivers for building healthy working relationships and enjoying the design process.



Claire Eddleman-Heath, PLA, LEED AP BD+C, SITES AP



Principal

PRINCIPAL-IN-CHARGE

Claire Eddleman-Heath brings her passion for beautiful and performative landscapes to each project. As a licensed landscape architect, LEED AP BD+C and SITES AP, Claire has and continues to manage a variety of complex projects at a broad range of scales. With each project, Claire aims to integrate design and landscape systems-thinking in order to improve the environment for all. Currently at Asakura Robinson, Claire is the project manager for a new mental health facility project where she and her team use evidence-based research to design a landscape as a therapeutic environment for patients, visitors and staff.

SELECTED EXPERIENCE

PARK MASTER PLANNING

Central Williamson Creek Greenway
Vision Plan, *Austin, TX*

The Lady Bird Johnson Wildflower
Center Gateway Master Plan,
*Austin, TX**

Ann and Roy Butler Trail at
Southeast Shores, *Austin, TX**

EastLink Trail Master Plan, *Austin,
TX**

PARK DESIGN

City of Pflugerville Neighborhood
Park Improvements - Picadilly &
Pecan Parks, *Pflugerville, TX*

River Ranch County Park,
*Williamson County, TX**

Houston Arboretum & Nature
Center Administration Building
and Pollinator Display Gardens,
*Houston, TX**

* Previous Firm Experience

EDUCATION

Master of Landscape Architecture,
*Harvard University Graduate
School of Design*

Bachelors of Science in
Architecture, *The University of
Texas at Austin*

CERTIFICATIONS

Professional Landscape Architect,
TX #3201

LEED Accredited Professional,
Building, Design + Construction
(BD+C)

SITES Accredited Professional



Kari Spiegelhalter

Senior Urban Ecological Designer



PROJECT MANAGER

As a Senior Urban Ecological Designer for Asakura Robinson, Kari works on a broad range of sustainability and equity-related planning and design projects that enhance urban ecosystems, public health, and environmental justice. She is especially interested in how participatory design processes build ecological and social resilience in communities. Kari received her Masters of Landscape Architecture from Cornell University and was named Cornell's 2018 Graduate Olmsted Scholar.

EDUCATION

Master of Landscape Architecture, *Cornell University*
Bachelor of Arts, Biology, *Lawrence University*
Bachelor of Arts, Environmental Studies, *Lawrence University*

SELECTED EXPERIENCE

PARK MASTER PLANNING

Central Williamson Creek Greenway Vision Plan, *Austin, TX*
Pasadena Healthy Parks Plan, *Pasadena, TX*
TBC Healthy Parks Plan, *Travis, Bastrop, and Caldwell Counties*
Little Walnut Creek Greenbelt Master Plan, *Austin, TX*

URBAN ECOLOGY

Japhet Creek Plan, *Houston, TX*
Green Galveston, *Galveston, TX*
San Antonio River Authority Low-Impact Development Toolkit, *San Antonio, TX*
St. Anthony Green Streets, *New Orleans, LA*

* Previous Firm Experience



Tucker Rose

Associate Designer



DEPUTY PROJECT MANAGER

Tucker is a designer based in the Austin office who is interested in the intersections of social and natural systems, and how these intersections can be facilitated by the designed and built environment. He believes that good design can enhance the lives of the people and wildlife that experience it, and that this design emerges from listening to the constituents of the space. Tucker has led a team in the Landscape Architecture Foundation's Green New Deal Superstudio to look for innovative solutions to climate change through spatial and social initiatives. He seeks to support environmental and social justice and is active on Asakura Robinson's internal equity committee.

SELECTED EXPERIENCE

PARK MASTER PLANNING

Pasadena Healthy Parks Plan, *Pasadena, TX*
Inwood Detention Recreation Study, *Houston, TX*
Harris County Precinct 2 Open Space and Resource Management Plan, *Houston, TX*

PARK DESIGN

Boeing Aviation Fields, *St. Louis, MO* *
Minturn Park, *Oakland, MO* *
St. Ann Playground Assessment, *St. Ann, MO* *-

* Previous Firm Experience



Michelle Bright SITES AP

Senior Designer



SENIOR PARKS ADVISOR

Michelle is a Senior Designer and Project Manager, who focuses on park projects in the Urban Ecology studio in the Austin office. Recognizing the role nature and public open space have in our lives has inspired Michelle's work for the past 15 years. Early in her career she spent time understanding the biology, ecology, and regulatory aspects of wetlands and riparian systems in the Mid-Atlantic states as an environmental consultant.

EDUCATION

Master of Landscape Architecture, *University of Texas at Austin*
Bachelor of Science in Environmental Studies, *Virginia Commonwealth University*

CERTIFICATIONS

SITES Accredited Professional

SELECTED EXPERIENCE

PARK MASTER PLANNING

- Harris County Precinct 2 Parks and Trails Plan, *Houston, TX*
- Japhet Creek Plan, *Houston, TX*
- Downtown Gateways Vision Plan, *Corpus Christi, TX*
- St. Tammany Parish Comprehensive Plan Update, *New Orleans, LA*

URBAN ECOLOGY

- Green Galveston, *Galveston, TX*
- Behavioral Study for Raincatcher Program, *Austin, TX*
- Wells Branch Urban Forest and Natural Resources Management Plan, *Wells Branch, TX*
- Great Springs Framework Plan, *Austin, TX*

* Previous Firm Experience



Landa Park Master Plan, New Braunfels, TX

TECHNICAL PROPOSAL

PROJECT APPROACH

Sunset Valley is a vibrant city distinguished by a culture that is distinct from its surrounding context, and this has played a large role in defining the environmental character of the city and its parks and open space resources. These lands are largely comprised of conservation-focused open spaces, such as greenbelts, preserves, nature areas, and trails systems. These spaces are well-loved by Sunset Valley's closely knit population, who are passionate about maintaining a high quality of life and the natural character and high environmental quality of their city. Residents are proud of their city, eager to participate in local governance, and protective of the values on which the city was originally founded. We are thrilled to have the opportunity to work with the outstanding residents and the City of Sunset Valley Staff and City Officials to develop a Parks and Open Space plan that reflects a commitment to environmental integrity, conservation of natural resources, active recreation, and community togetherness. Our initial research has led us to develop the following approach items that we think will be key to this project:

1. Improve and reposition existing parks and open space according to resident desires and develop a plan for the community. Vibrant parks, trails, and open spaces greatly enhance quality of life for Sunset Valley residents, and when these places reflect the desires of community members, they are far more likely to be used. Our robust community engagement plan will use several strategies to energize and engage the public to learn what they desire from parks and open space - from pop-up events at festivals and markets to workshops and online surveys. We will ensure everyone has a chance to weigh in on the future of their Parks and Open Space.

2. Utilize data-driven decision-making tools to prioritize parks and open space improvements, investments, and options. As part of the recreational needs assessment, we will seek to quantify all aspects of our analysis. While community engagement can often be difficult to quantify, our team has proven methodologies to organize and present community desires in a numbers-driven way. The community engagement findings will be paired and cross-referenced with a park asset inventory and assessment and geospatial analysis to provide recommendations for future park investments that will have the greatest impact on resident quality of life. We understand there are two primary uses of green spaces in Sunset Valley, and they need two different sets of goals. Benchmarks for conservation and recreation-focused Open Spaces will be developed and benchmarks for gathering and recreation-focused parks will be created to distinguish between the two uses.



"The City of Sunset Valley has a truly special combination of open spaces, parks, trails and land. The trail entrances at Sunset Valley City Hall and Community Garden are a 5 minute bike ride from my home. As a trail runner and native plant enthusiast, I love to visit the trails, log native plant sightings, talk with other trail users (once while looking at native grasses, a biologist stopped and chatted with me and taught me about the meadow spittlebug) and often run into a neighborhood friend. As a landscape architect, sustainability expert and environmental steward I celebrate Sunset Valley's care for its land and continued commitment to its community by creating a comprehensive parks and open spaces plan."

- Claire Eddleman-Heath,
Proposed Principal-in-Charge

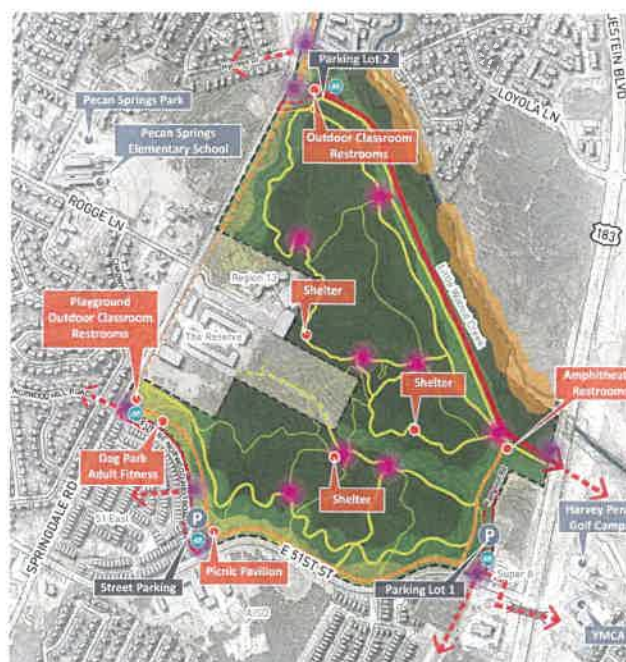
3. Foreground ecological design in all plans for the future of the parks system. The City of Sunset Valley already has a reputation for high standards of environmentally sensitive planning and parks system design. This plan will take that legacy even further by setting standards for the ecological design of all future park improvements, including the installation of green infrastructure system-wide, weaving ecological restoration into parks while balancing recreation and human access, protecting and enhancing wildlife habitat, promoting environmental education, catalyzing volunteer involvement in habitat restoration, and strategies for carbon neutrality across the parks system. Where more park amenities are recommended in conservation-focused open spaces, low-impact design strategies and materials will be prioritized so that human use and environmental integrity may be balanced.

4. Prioritize implementation at every step in the parks and open space planning process. Inspired designs need actionable plans. We know that conceptual designs that do not come with actionable items and implementation plans tend to sit on shelves. Asakura Robinson has a strong history of creating action-oriented implementable park system and landscape concept plans, and this experience empowers us to create an implementation and phasing strategy that integrates step-by-step tasks within a reasonable timeline and budget. In this plan, we will identify short-term wins that will provide major community value quickly, as well as detailing more ambitious, yet realistic long-term action items.



“Prior to joining Asakura Robinson, I worked at the Lady Bird Johnson Wildflower Center and learned about the City of Sunset Valley’s conservation and land management work. I was impressed that the municipality was thinking about how best to balance open space for recreation, mobility, stormwater quantity reduction, water quality, and habitat. My family is a neighbor to Sunset Valley and use the trails regularly to walk, bike, teach our daughter about native plants and animals, and play. We even celebrated our New Year’s day with a walk along the Cougar Creek Greenbelt.”

- Michelle Bright,
Proposed Senior Parks Advisor



Little Walnut Creek Greenbelt Master Plan, Austin, TX

SCOPE OF WORK

WORK PLAN

Task 0

Project Management

February 2022 - June 2022

This task will set up all internal processes and expectations for the entire project and ensure seamless communications and coordination between all working parties.

Upon receipt of a Notice to Proceed, Asakura Robinson will coordinate with the The City of Sunset Valley staff to schedule a project kickoff meeting. During the kickoff, a Project Management Plan will be presented to the client. The Project Management Plan will outline communication management standards, quality control processes, and graphic standards for the document and duration of the project. In addition, recurring check-ins such as Bi-Weekly Calls will be discussed and scheduled.

0.1 Kickoff Meeting

To begin the project, we will schedule a **Kickoff Meeting** for the planning team and the client team to discuss aspirations for the project process and final outcomes. Prior to this meeting, AR will prepare a **Project Management Plan** to be presented to the client at this meeting. The Project Management Plan will outline communication and project management standards, quality control processes, and graphic standards for the document and duration of the project. In addition, recurring check-ins such as Bi-Weekly Calls will be discussed and scheduled. The Project Management Plan will include the following items for group review and comment:

- Project Details: Project scope, goals, objectives, project timeline & client expectations will be discussed.
- Outcome Expectations: We will discuss expectations of the completed project.
- Communications: Confirmation on lines of communication, points of contact, level of involvement by Department and local leaders, and other related project management details. Also, protocols and procedures for scheduling meetings will be agreed upon.

- Prepare Stakeholder List: Our team will collaborate with The City of Sunset Valley to develop a stakeholder list which will be used for focus groups and public engagement.
- Branding and Graphic Standards: During the kickoff meeting, our team will discuss project branding and graphic standards to ensure that the key information and findings will be consistently formatted through the course of the project for all final deliverables; **this will align with the City of Sunset Valley's branding.**

0.2 Biweekly Calls - Client Team

Our team will maintain clear, consistent, and reliable project management and client communication throughout the course of this project. For the duration of the project, we will hold **biweekly project status calls** to check in on expectations, monitor progress and move through the tasks outlined below.

0.3 Project Management Plan

During the Kickoff, we will distribute a project guide called the **Project Management Plan** that establishes communication and material production standards. It will contain the draft project timeline and meeting dates that attendees will review and validate, and adjust as needed. We propose at this time to schedule bi-weekly check-in meetings, which can be conference calls between our team and the client team. The guide will also contain a series of graphic standards, including document and map templates, to ensure the key information and findings will be consistently formatted throughout the course of the project for all deliverables.

0.4 Final City Council Presentation

After the plan has gone through the planning process, been vetted by staff and supported by the community, AR will provide a **final presentation to the Sunset Valley City Council.**

DELIVERABLES THROUGHOUT THIS TASK INCLUDE:

1. Biweekly Check-in Log
2. Draft Stakeholder List
3. Project Management Plan
4. Kickoff Meeting Minutes
5. Site Visit Summary
6. City Council Presentation

Task 1 Understand

February 2022- April 2022

We believe that implementation happens when plans are a reflection of a community's core values and visions, and that it is critical to align our work with previous planning projects. The Understand Phase is an important part of analysis that will shape our knowledge of The City of Sunset Valley's existing parks that are succeeding, the desires of community members, and how parks can enhance quality of life for Sunset Valley residents. This phase gathers community input, geospatial analysis, and community desires to help shape a baseline understanding of the existing conditions. This understanding will be summarized in an **Existing Conditions Report**. By developing a baseline understanding, we can be prepared to meet with a steering committee group made up of existing leaders, and service providers that add layers to our research and ensure robust analyses are being achieved and ideated alongside community leadership.

1.1 Existing Plan and Recommendation Review

We understand the importance of aligning our work with previous planning projects. A review of previous planning efforts and conceptual plans, such as the Park and Open Space Management Plan, the Trails Master Plan, the Wildlife Management Plan, the Uplands Concept Plan, and the City's Comprehensive Plan will include identifying key opportunities to advance recommendations in existing plans while identifying areas to leverage and complement efforts being made by the City. This will be compiled into an **Existing Plans and Recommendations Summary Report**. This baseline will help guide and facilitate conversations throughout the engagement process and establish a foundation for our understanding of parks and open space in Sunset Valley. These plans, annual reports, and other pertinent studies will be provided by the client for consultant review, in addition to any relevant data in GIS, CAD, or Excel format, which will be solicited via a Data Request.

1.2 Site Visit

Immersive and tactile experience of Sunset Valley's parks, open spaces, and trails ensures our project team isn't designing at arms length - we want to ensure that we have a complete understanding of the experience of the parks and open space system. Therefore, to supplement the data and plan review, the team will conduct experiential site explorations of all existing parks and open spaces by foot, bike, transit, and automobile to inform our understanding of user experience. We will make careful observations of connectivity and safety pain points, parks and open space assets, and visitor circulation and activity. This process will occur in tandem with a holistic GIS mapping analysis analyzing critical urban data such as land use, surface water quality, topography, traffic counts, urban biodiversity data from iNaturalist, and floodplain mapping. During the visit our team will meet with City staff, elected and appointed officials to review any existing amenities or site constraints, and receive any direction regarding project-specific requirements. This process will be supplemented with **photographic documentation and a summary of observations**.



"I love hearing from community members about why they love the cities they live in, and I'm excited about the opportunity to speak with Sunset Valley residents about how they use trails, parks, and open spaces and what they'd like to see in the future! It's very clear that Sunset Valley residents are passionate about environmental stewardship, connecting with nature, and exploring on bike and foot."

- Kari Spiegelhalter,
Proposed Project Manager

1.3 Demographic & Trends Analysis

Asakura Robinson will utilize The City of Sunset Valley's population projections and supplement with census tract demographic data from the U.S. Census Bureau to gain an understanding of how the City is growing and changing. This will go hand in hand with the community engagement strategy, specifically the survey, that will help us understand how residents are currently using parks and recreation amenities. See Task 2 for more information about community engagement. This analysis will provide an understanding of the demographic environment for the following reasons:

- To understand the market areas served by Sunset Valley Parks and Open Space and distinguish user groups.
- To determine changes occurring in Sunset Valley and the region, and assist in making proactive decisions to accommodate those shifts.

The demographic analysis will be based on the most current US Census information, updated projections, and 5 and 10 year projections. The following demographic characteristics will be included:

- Population Density; Age Distribution ; Households; Gender; Ethnicity; Household Income

From the demographic base data, sports, recreation, and outdoor trends are applied to the local populace to assist in determining the potential participation base within the community. For the sports and recreation trends, the Consulting Team will utilize the most current Sports & Fitness Industry Association's (SFIA) Study of Sports, Fitness and Leisure Participation, ESRI local market potential, as well as participation trends from the Outdoor Foundation on outdoor recreation trends. This will be summarized in a **Demographic & Recreation Trends Analysis Report**.

1.4 Parks and Open Space Needs Assessment

Our team will document the existing park, open space, and recreation facilities via a quantitative, numerical analysis of park and open space quality. The AR Team will visit each park to compile, inventory and assess existing parks and open spaces. Parks may have a distinct set of assessment standards, reflecting their use as community gathering spaces, while open spaces may have another set of standards reflecting their primary uses for conservation and recreation.

These assessments are intended to provide an analysis to help assess and compare existing park and open space quality, provide a baseline for future evaluations, inform decision-making regarding future investments, and accurately map accessibility for Sunset Valley residents. We also will identify any major deferred maintenance items and provide a general assessment of the accessibility of the facilities. This assessment methodology will be standardized so that City staff may perform these assessments in the future to measure progress in achieving goals set for the parks and open space system. **These assessments will be summarized in the Parks, Open Space, Facilities, Trails Assessment Inventories and Report.**

1.5 Existing Conditions Report and Presentation

This process will occur in tandem with a holistic GIS mapping analysis analyzing critical geospatial data such as property ownership, traffic counts, urban biodiversity data from sites such as iNaturalist, and floodplain mapping. We will also review pertinent site information, surveys and existing or applicable plans found in The City of Sunset Valley's Property Database. The review of this mapping analysis will be summarized in a comprehensive report showcasing findings, key data and will be used to supplement the assessment and understanding of existing facilities and assets.

Finally, the Demographics & Trends Analysis, Parks and Open Space Needs Assessment, and the Existing Conditions Analysis will be compiled into a **Existing Conditions Report** and Presentation to the City of Sunset Valley. Report/presentation graphics will include base maps, analysis graphics and text, charts, graphics, and other graphics-intensive elements, and the report will be made available to staff prior to the presentation for review.

TASK 1 DELIVERABLES

1. Existing Plans and recommendations findings summary report
2. Demographic & Recreation Trends Analysis Report
3. Parks, Open Space, Facilities, Trail Assessment Inventories and Report
4. Existing Conditions Report
5. Existing Conditions Presentation

Phase 2 Engage

March 2022 - May 2022

The Consulting Team will utilize a robust public input process to solicit community input on how the recreation system and programs meet the needs of residents into the future. This task is an integral part of the assessment and envisioning process. A wide range of community/participation methods may be utilized alongside traditional public meetings. The Team will prepare a **Public Engagement Plan** to include the number and types of meetings which will be held. Refer to the Task 0 - Project Management section of this document for additional details on the development of the team's Public Engagement Plan development.

These principles will guide our process for engagement and the plan as a whole:

- Create and execute an outreach and engagement process that is fair, equitable and accessible, where all participants have the opportunity to be heard.
- Attract diverse audiences, across neighborhoods, ages, races/ethnicities and lived experiences - particularly focusing on those that are active, interested and have a stake in the topic or are underrepresented in traditional planning processes. Everyone's experiences are relevant to this process.
- Ensure that as many people as possible in Sunset Valley know about the project and understand why it is needed and is currently happening.
- Meet people where they are: physically, virtually, and according to their capacity to absorb information and provide input on barriers and opportunities for planning the future of the Sunset Valley parks.
- Provide clear and regular project updates, including schedule information.
- Build continuous and varied opportunities for education and input, both online and offline/in person.

The final Public Engagement process will be finalized with the client, but will likely consist of the following tasks:

2.1 Public Engagement Plan

The Consultant Team will develop the Public Engagement Plan, which will explain in detail the target stakeholders and public audiences, methods of engagement, timeline for activities, and performance goals, such as a target number of engaged individuals and levels of public input. The Consultant Team will work closely with The City of Sunset Valley to understand priorities and objectives for the study area during the Kickoff Meeting and incorporate them into the overall Public Engagement Plan.



Pasadena Healthy Parks Plan engagement events, Pasadena, TX

2.2 Stakeholder Meeting

The stakeholder meeting will bring together City officials, City staff, the ad Hoc committee, and any other invited stakeholders. The existing conditions report will be presented, along with a draft of the Public Engagement Plan to receive feedback on the public engagement strategy and prepare for the launch of the public engagement process.

2.3 Community Survey

Our project team will develop one (1) web-based Community Survey to be hosted on The City of Sunset Valley's website and distributed digitally and/or in bills or mailers to gain a comprehensive understanding of community desires.

2.4 Speak-Out Events

Meeting community members at existing events, like the upcoming Sunset Valley ArtFest in April 2022, and Saturdays at the Sustainable Food Center's Sunset Valley Farmers Market, can be an effective way to elicit feedback by engaging them in activities that feel like fun but provide valuable information for parks and recreation planning purposes. The project team will attend up to **two (2) pre-planned community events in Sunset Valley**. These events will also provide equitable in-person opportunities to fill out a hard copy of the survey for those without access to the internet.

2.5 Community Workshops

Our team will host up to **two (2) community workshops** throughout the project period to include multiple types of events and engagement opportunities at specific project milestones, including but not limited to site tours, pop-up events, and traditional workshops.

Community Workshop #1 | Understand Workshop

The **first Community Workshop** will take place during Task 2 - Understand and will be focused on learning from the community how they use their existing parks and open spaces and how a new plan for parks and open space will serve them.

Community Workshop #2 | Envision Workshop

The **second Community Workshop** will take place during Task 3 - Envision and will be focused on receiving input on the three proposed system-wide plans. The Team will design engaging, hands-on activities for community members to contribute design ideas and feedback on the concept designs to the Team.

ADD ALTERNATE

2.A Focus Groups

Asakura Robinson will host three (3) Stakeholder Focus Group meetings to be held during Task 3 to focus on prioritizing recommendations and discussing implementation. The City of Sunset Valley would be responsible for providing contacts for these focus groups. These focus groups may be in person or virtual depending on dates and stakeholder availability. A possible Focus Group breakdown, subject to client review and draft recommendations, may include:

1. Sportsfields and Recreation Centers

| This focus group will discuss the needs of community users and sports organizations within the Sunset Valley. Participants may include athletic program staff, recreation center staff, and recreation participants.

2. Trails and Accessibility

| This focus group will discuss access to parks and trails, as well as address ADA accessibility within the parks system. Participants may include Sunset Valley staff, advocates for ADA accessibility, and active transportation advocates.

3. Natural Resources

| This focus group will discuss the natural areas and conservation goals within Sunset Valley and look at ways to balance that with the recreation desires of the community.

TASK 2 DELIVERABLES

1. Public Engagement Plan
2. Workshop Materials
3. Stakeholder Meeting Minutes
4. Provide all raw data from the Public Engagement Process
5. Public Engagement Summary Rep

Task 3 Envision

March 2022- May 2022

The Envision task of the project will build upon findings from previous tasks to develop a draft Parks and Open Space plan based on existing conditions, public engagement, and the information provided by City Staff, elected and appointed officials. Our team values parks that benefit the community in many ways and will develop plan concepts that address key goals identified by The City of Sunset Valley and its residents such as environmental sensitivity, conservation, safety, water quality protection, public health, and economic development. We will evaluate current trends to inform potential programming and pay particular attention to environmental opportunities to foster native vegetation, strategies for improved water quality and the reduction of heat island effect and air quality pollution. As it relates to the programming of the recommendations, we will look into current amenities, programs, and other activities to bolster the diversity of uses and potential attractions to the Sunset Valley's parks, greenbelts, preserves, and conservation areas.

3.1 Draft Sunset Valley Parks & Open Space Plans

Our team will develop **three (3) draft plans** for review and presentation. These plans will rely on previous scoped items within this project plan, including the Site Reconnaissance Visit with Sunset Valley Staff, existing conditions of the park and open space assets, and the public engagement process to develop an inspiring vision for the future of Sunset Valley's parks and open spaces. Each option will provide alternatives for balancing recreation, sports, facilities, outdoor adventure, playgrounds, ecological restoration, conservation areas, trails and active transportation, and opportunities along City streets.

ADD ALTERNATE

3.1A Park Concept Design

If desired, our team will develop a detailed concept design for one (1) selected park or open space, which will include layout and design of any paths, seating, nature play or other playgrounds, sports fields, environmental features, and parking lots. This concept design will include an illustrative plan rendering, planting palette, and precedent concept imagery. A more detailed concept design can be helpful in catalyzing community buy-into the plan, and assist in fundraising efforts for park improvements. If the City desires this additional work, a draft of the design will be presented along with the three Parks and Open Space Plans at Community Workshop #2 and the Stakeholder Feedback Presentation to elicit feedback, and one round of revisions will be made to update the design.

3.1.1 Community Workshop #2

Asakura Robinson will make the three **Parks and Open Space Plans** available for public comment via The Sunset Valley and/or project website. The second community workshop will be held during this task to gather more feedback on the concepts; this is outlined in more detail in Task 2 of the project plan.

3.1.2 Stakeholder Feedback Presentation

Asakura Robinson will present the client team, City officials, and the ad hoc committee with the three plans to solicit feedback on the three options.

3.2 Final Plan Selection

Asakura Robinson and the client team will select **one (1) final Parks and Open Space Plan** option that will be further refined based on public feedback and stakeholder feedback and integrated into a final Parks and Open Space Plan Report.

3.3 Funding and Revenue Strategies

Once a final plan is selected, funding strategies will be developed based in part on our review and analysis of the facilities as well as the national experience brought by the team. AR will review existing funding sources, research any potential funding opportunities and provide a **5-year action plan** with a **10-year horizon plan** to make recommendations for the City to implement the plan moving forward. The funding strategies to be evaluated for recommendations may include:

- Fees and charges options and recommendations
- Endowments/Non-profits opportunities for supporting operational and capital costs
- Sponsorships to support programs, events, and facilities
- Partnerships with public/public partners, public/not-for-profit partners and public/private partnerships
- Dedicated funding sources to support land acquisition and capital improvements
- Development agreements to support park acquisition, open space and park and facility development
- Earned Income options to support operational costs
- Land or facility leases to support operational and capital costs
- Identify grant opportunities and resources to construct facilities identified in the Master Plan including suggested timelines

TASK 3 DELIVERABLES

1. Three (3) Draft Park and Open Space Plans
2. Community Workshop #2
3. Stakeholder Feedback Presentation
4. One (1) Final Park and Open Space Plan
5. Opinion of Probable Costs & Operational Costs for the Preferred Parks & Open Space Plan
6. Funding and Revenue Strategies Report



"During my years living along a prominent trail and open space system, I developed a strong connection to the trail system: both personally and professionally by running, biking and working on design for segments of open space. I've grown to understand how impactful well-designed, accessible open space can be, in fact, some of my best memories since moving to Texas are centered around using the trail system. I would be very excited for the opportunity to contribute to Sunset Valley having even more areas where memories can be made!"

- Tucker Rose,
Proposed Deputy Project Manager



Inwood Detention Recreation Study, Houston, TX

Task 4 Act

April 2022- June 2022

Inspired designs need actionable plans. We know that conceptual designs that do not come with actionable items and implementation plans tend to sit on shelves. Asakura Robinson has a strong history of creating action-oriented implementable urban design and landscape concept plans, and this experience empowers us to create an implementation and phasing strategy that integrates step-by-step tasks within a reasonable timeline. After research work, community engagement, and recommendations and conceptual plans are made, the team will begin to create the final plan document, which will include an action plan and schedule for shovel-in-the-ground projects. Specific tasks include:

4.1 Strategic Action Plan

Upon completion of all technical work, a **Strategic Action Plan** will be completed with supporting strategies, actions, responsibilities, and priorities/ timelines for future capital investments into the City's park and open space system. These strategies will be classified as short-term, mid-term or long-term strategies and priorities. These goals will be closely developed alongside the City of Sunset Valley to ensure they are feasible, fundable, and placed within an appropriate timeline. This strategic action plan will also provide an estimated cost for phased development of the Parks and Open Space Plan and ongoing maintenance of park assets into the future.

4.2 Draft Sunset Valley Parks and Open Space Plan Report

The **Draft Sunset Valley Parks and Open Space Plan Report** will present the final vision for the Sunset Valley Parks and Open Space Plan, as well as the Existing Conditions Analysis, a summary of the engagement process, Funding and Revenue Strategies, and the Strategic Action Plan, as well as any relevant appendices and information. This plan will be provided to the client and posted for public comment on the City's website.

4.3 Final Sunset Valley Parks and Open Space Plan Report

Upon comment by The City of Sunset Valley and the key Departments, as well as the community, the Consulting Team will revise the Draft Plan to reflect all input received. After the plan has gone through the planning process, been vetted by staff and supported by the community, AR will provide a final presentation of the **Final Parks and Open Space Plan Report** to the Sunset Valley City Council; this is outlined under Task 0.5. The final plan will be prepared with a Summary Brief delivered along with associated appendices (technical reports, maps and other applicable documentation).

TASK 4 DELIVERABLES

Deliverables for Task 4 will be delivered for review throughout the timeline of this phase for review and compiled in a final document that will include appendixes related to the previous tasks. Deliverables consist of:

1. Strategic Action Plan
2. Draft Sunset Valley Parks and Open Space Plan Report
3. Final Parks and Open Space Plan Plan Report

ESTIMATED LABOR HOURS BY STAFF / TASK

	ASAKURA ROBINSON					Total
	Claire Eddle- man-Heath // PIC	Kari Spiegelhalter // PM	Tucker Rose // DPM	Project Designer	Michelle Bright // Sr. Parks Advisor	
Task 0: Project Management						49
0.1 Kickoff Meeting	1	2	4	0	1	8
0.2 Biweekly Calls	5	10	10	0	0	25
0.3 Project Management Plan	2	1	4	2	0	9
0.4 Final City Council Presentation	1	2	4	0	0	7
Task 1: Understand						126
1.1 Existing Plan & Recommendation Review	1	2	8	8	2	21
1.2 Site Visit	2	2	4	0	2	10
1.3 Demographic & Trends Analysis	1	2	2	8	0	13
1.4 Parks and Open Space Needs Assessment	2	4	16	16	0	38
1.5 Existing Conditions Report & Presentation	2	8	16	16	2	44
Task 2: Engage						107
2.1 Public Engagement Plan	1	2	4	8	2	17
2.2 Stakeholder Meeting	1	2	4	0	0	7
2.3 Community Survey	1	4	8	8	0	21
2.4 Speak-Out Events	2	4	4	0	4	14
2.5 Community Workshops	4	12	16	12	4	48
Task 3: Envision						101
3.1 Draft Sunset Valley Parks & Open Space Plans	2	16	24	32	4	78
3.2 Final Plan Selection	2	1	1	0	0	4
3.3 Funding and Revenue Strategies	1	4	4	8	2	19
Task 4: Act						103
4.1 Strategic Action Plan	1	12	8	8	2	31
4.2 Draft Sunset Valley Parks and Open Space Plan Report	2	8	18	18	2	48
4.3 Final Parks and Open Space Master Plan Report	2	8	6	6	2	24
Total Hours						972



ASAKURA
ROBINSON

2022 PARKS AND OPEN SPACE PLAN

RFQ - 11292021

CITY OF SUNSET VALLEY

JANUARY 10, 2022

1224 East 12th Street, Suite 310
Austin, TX 78702
Planning | Urban Design | Landscape Architecture
P: (512) 351- 9601
W: asakurarobinson.com



ASAKURA
ROBINSON

On behalf of the entire Asakura Robinson team, I am thrilled to submit our qualifications for the Sunset Valley Parks and Open Space Plan for three key reasons:

1. The City of Sunset Valley's commitment to prioritizing resident's quality of life and enjoyment of parks and open space while also maintaining environmental integrity and natural resource conservation is representative of our values. We bring expertise in how to manage this balance between culture and ecology in our design and planning projects at multiple scales. Our Urban Ecology studio is represented by landscape architects and urban planners that thoughtfully integrate both community use and ecology into broad-reaching visions for parks and open spaces. The confluence of ecological science, urban planning, design, and community engagement is where we feel most comfortable knowing that great opportunities to do innovative work exist at the overlaps of each of our disciplines.

2. When it comes to our interest in parks and open space planning, we are individuals who love parks and spend most of our free time using parks and trails to connect with our loved ones, friends, and our larger community. Two key staff on this project, including myself and Senior Designer Michelle Bright, live adjacent to Sunset Valley and often bike and hike with our families along Sunset Valley's beautiful trail system.

3. Our prior experience with the City and its systems and processes will allow us to hit the ground running on the tight timeline of the Parks and Open Space Plan. In 2017, we completed the City's Uplands Concept Plan, the product of a rigorous 6-month community-based design process that provided a program framework and phasing strategy for a 9-acre tract in the open space network. We have the major advantage of already having conducted community engagement within the city as part of that project, and have a baseline understanding of the conditions of the parks and open space system.

We envision parks as opportunities to leverage open space toward the many different goals of a community and city. That leverage becomes even greater when we think beyond a single park and view parks as an interconnected system. Connections between and among parks and trails promote mobility, active living, quality of life of residents, ecological function, wildlife migration, cultural value, and social engagement. We are able to utilize our firm's expertise in urban design and planning to understand the best ways to evolve the urban fabric of the cities and towns in which we work that both protects the identity of a place, its environmental and social integrity, and allows it to evolve resiliently.

We would be honored to work with The City of Sunset Valley to develop a vision for the future of its Parks and Open Spaces. We could not imagine a project more in line with what we love most about the work we have the privilege of doing every day. Thank you so much for your consideration and time.

Sincerely,

Claire Eddleman-Heath, PLA, LEED AP BD+C, SITES AP / Principal-in-Charge

Margaret Robinson, PLA, LEED AP, SITES AP / Founding Principal

AUTHORIZED REPRESENTATIVE

Margaret Robinson; Founding Principal
(832) 236-4493 // margaret@asakurarobinson.com
1224 East 12th Street, Suite 310, Austin TX 78702

QUALIFICATIONS

SPECIFIC PROJECT EXPERIENCE

Parks and open spaces are the heart of the communities for which we are planning for and alongside. Parks and communal facilities mean something different to different people, families, and communities but are always integral to quality of life regardless of a person's background, especially as they have served as an increasingly vital asset for communities in the past years, amidst the ongoing pandemic. The diversity of connection found in parks is one of the many reasons we feel passionately about this work. We see parks as familiar and safe spaces for cohesive communities, but also as common ground for diverse communities to come together and better understand each other.

We excel at working with multiple stakeholders and crafting implementable plans. We also bring a unique methodology based on the belief that public engagement and multidisciplinary collaboration are the cornerstone of any project.

We believe that implementation happens when the community takes ownership of the planning and design process. As such, we take the role of active listeners, translating community desires and stakeholder goals into implementable projects.

Working across multiple scales can often be a challenge for planners and designers, however, our aptitude across urban planning, urban design, and landscape architecture ensures that we can see how visioning a thoughtful, innovative parks master plan now can ensure implementation over time to transform each of Sunset Valley's parks into vital assets to the communities they serve. This focus on the big picture begins through an evaluation of existing parks and recreation assets, demographics and underserved communities, and access to parks through rigorous spatial analysis and inventory work.



City of Austin // Central Williamson Creek Greenway Vision Plan

Central Williamson Creek is a stretch of nearly continuous greenway along Williamson Creek located about 1 mile downstream of Sunset Valley. The project area presented a unique opportunity to bring healthy park amenities to a locale that didn't have designated, accessible green space.

Asakura Robinson worked with the City of Austin and Community Powered Workshop to provide landscape architecture, urban ecology and public engagement services for this impactful project. Additionally, AR promoted vital ecological benefits, such as flood control, habitat for wildlife, carbon sequestration, and more, all while providing opportunities to develop ways that residents can connect with nature and use the green spaces for recreation, relaxation, and social gathering.

Reference Gregory Montes, Program Manager, Park Planning Division // (512) 974-9458 // gregory.montes@austintexas.gov

Location Austin, TX

Timeline May 2020 - August 2021

Fee \$45,000



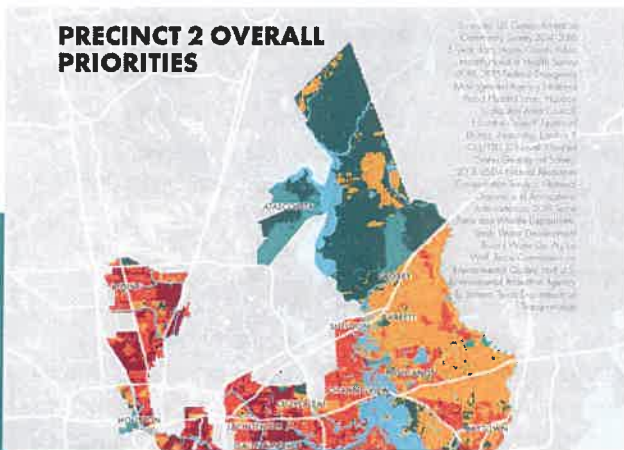
Location Pasadena, TX
Timeline February 2019 - July 2020
Fee \$211,375

City of Pasadena // Pasadena Healthy Parks Plan

The goal of the Pasadena Healthy Parks Plan was to identify investments in healthy, welcoming, accessible parks that will ensure that Pasadena continues to thrive.

Utilizing extensive community engagement and rigorous analysis of scientific data, the Healthy Parks Plan identifies the best opportunities for new parks, park improvements, park programming, and park funding and maintenance. Not only was it important to identify where to invest, but also there was substantial scientific evidence to show that specific types of investments in infrastructure and programming have direct health impacts. AR developed Healthy Parks Design Guidelines to provide guiding principles for what makes a park “healthy” and inform the planning and design of projects locally and regionally.

Reference City of Pasadena, Jed Aplaca, Director of Parks and Recreation Department // (713) 745-7048 // japlaca@pasadenatx.gov



Location Houston, TX
Timeline May 2020 - June 2021
Fee \$624,450

Harris County Precinct 2 // Parks and Trails Plan

Asakura Robinson teamed with Tecolotl and Working Partner to provide an analysis of the parks and trails in Precinct 2 and provided recommendations towards the future of the open spaces in the precinct. The planning process involved a Task Force of stakeholders, Community Planners, or resident leaders committed to increasing awareness through the plan, and engagement opportunities held in both English and Spanish.

The Precinct 2 Parks and Trails Plan outlines how parks, trails, and open spaces can best serve the communities of Precinct 2; examine existing parks and trails; make recommendations for new and improved facilities; and develop clear goals and objectives for the future of parks and trails in Precinct 2.

Reference Bryan Brown // (713) 274-4037 // bryan.brown@eng.hctx.net



Location Sunset Valley, TX

Timeline February 2017 - December 2017

Fee \$35,000

City of Sunset Valley // Uplands Conceptual Plan

In the time since the City of Sunset Valley purchased the Uplands tract in 2006, there have been numerous efforts to craft a vision for the ultimate use of the land, none of which have garnered sufficient community or political support to be realized.

The product of a rigorous 6-month community-based design process, the Uplands Concept Plan provides a programming framework and phasing strategy for integrating the underutilized 8.75 acre Uplands tract into the City of Sunset Valley's open space network. While questions about the long term highest and best use of the site remain unanswered, the Concept Plan offers a guideline for transforming the Uplands into a viable space that fulfills the diverse desires of the City's residents should the community determine that formalized parkland at the Uplands tract is in the best interests of the City.

Reference N/A - reference is no longer with the City of Sunset Valley



Location Houston, TX

Timeline August 2019 - May 2020

Fee \$105,000

Houston Parks Board // Inwood Detention Recreation Study

Asakura Robinson provided landscape architecture and development strategies for the adaptive reuse of a golf course for flood mitigation and recreation networks.

The neighborhood of Inwood Forest, located in northwest Houston along the White Oak Bayou, is prone to flooding and was identified by the City of Houston and Harris County Flood Control District as an opportunity to incorporate detention basins for flood mitigation. Working with civil engineers, engaging with relevant stakeholders, and engaging with residents, the team provided alternate design options for the detention basins to preserve existing site amenities and developed landscape plans for recreational opportunities. These opportunities included a trail network, ecological restoration, a series of pocket parks, and passive recreation opportunities along the planned dry and wet detention basins.

Reference Lisa Graiff, Sr Capital Projects Manager // (832) 335-0078 // lisag@houstonparksboard.org

TEAM QUALIFICATIONS

Asakura Robinson is a landscape architecture, planning, and urban design firm which strengthens environments and empowers communities through innovation, engagement, stewardship, and an integrated design and planning process. Our team is composed of both local and national experts, representing the best of the industry's ability to think critically about the established goals of the City of Sunset Valley and how to translate them into the built environment and find opportunities to innovate.

We are uniquely qualified for this position through our transdisciplinary studio structure (Landscape Architecture, Urban Design, Urban Ecology, Planning). We bring together a diversity of opinion and focus areas that inherently increase the value of all our design and planning services.

We have a history of working on complex, multi-scale projects that overlay critical data across sectors - ecology, health, infrastructure, real estate, utilities - while thoughtfully including engagement and public input into the process. As such, we take the role of active listeners, translating community desires and stakeholder goals into implementable projects. This spirit of partnership is also evident in our interaction with our clients and consultants, where mutual respect and consistency are key drivers for building healthy working relationships and enjoying the design process.



Claire Eddleman-Heath, PLA, LEED AP BD+C, SITES AP



Principal

PRINCIPAL-IN-CHARGE

Claire Eddleman-Heath brings her passion for beautiful and performative landscapes to each project. As a licensed landscape architect, LEED AP BD+C and SITES AP, Claire has and continues to manage a variety of complex projects at a broad range of scales. With each project, Claire aims to integrate design and landscape systems-thinking in order to improve the environment for all. Currently at Asakura Robinson, Claire is the project manager for a new mental health facility project where she and her team use evidence-based research to design a landscape as a therapeutic environment for patients, visitors and staff.

SELECTED EXPERIENCE

PARK MASTER PLANNING

Central Williamson Creek Greenway
Vision Plan, *Austin, TX*

The Lady Bird Johnson Wildflower
Center Gateway Master Plan,
*Austin, TX**

Ann and Roy Butler Trail at
Southeast Shores, *Austin, TX**

EastLink Trail Master Plan, *Austin,
TX**

PARK DESIGN

City of Pflugerville Neighborhood
Park Improvements - Picadilly &
Pecan Parks, Pflugerville, TX

River Ranch County Park,
*Williamson County, TX**

Houston Arboretum & Nature
Center Administration Building
and Pollinator Display Gardens,
*Houston, TX**

* Previous Firm Experience

EDUCATION

Master of Landscape Architecture,
*Harvard University Graduate
School of Design*

Bachelors of Science in
Architecture, *The University of
Texas at Austin*

CERTIFICATIONS

Professional Landscape Architect,
TX #3201

LEED Accredited Professional,
Building, Design + Construction
(BD+C)

SITES Accredited Professional



Kari Spiegelhalter

Senior Urban Ecological Designer



PROJECT MANAGER

As a Senior Urban Ecological Designer for Asakura Robinson, Kari works on a broad range of sustainability and equity-related planning and design projects that enhance urban ecosystems, public health, and environmental justice. She is especially interested in how participatory design processes build ecological and social resilience in communities. Kari received her Masters of Landscape Architecture from Cornell University and was named Cornell's 2018 Graduate Olmsted Scholar.

EDUCATION

Master of Landscape Architecture, *Cornell University*
Bachelor of Arts, Biology, *Lawrence University*
Bachelor of Arts, Environmental Studies, *Lawrence University*

SELECTED EXPERIENCE

PARK MASTER PLANNING
Central Williamson Creek Greenway Vision Plan, *Austin, TX*
Pasadena Healthy Parks Plan, *Pasadena, TX*
TBC Healthy Parks Plan, *Travis, Bastrop, and Caldwell Counties*
Little Walnut Creek Greenbelt Master Plan, *Austin, TX*

URBAN ECOLOGY

Japhet Creek Plan, *Houston, TX*
Green Galveston, *Galveston, TX*
San Antonio River Authority Low-Impact Development Toolkit, *San Antonio, TX*
St. Anthony Green Streets, *New Orleans, LA*

* Previous Firm Experience



Tucker Rose

Associate Designer



DEPUTY PROJECT MANAGER

Tucker is a designer based in the Austin office who is interested in the intersections of social and natural systems, and how these intersections can be facilitated by the designed and built environment. He believes that good design can enhance the lives of the people and wildlife that experience it, and that this design emerges from listening to the constituents of the space. Tucker has led a team in the Landscape Architecture Foundation's Green New Deal Superstudio to look for innovative solutions to climate change through spatial and social initiatives. He seeks to support environmental and social justice and is active on Asakura Robinson's internal equity committee.

SELECTED EXPERIENCE

PARK MASTER PLANNING
Pasadena Healthy Parks Plan, *Pasadena, TX*
Inwood Detention Recreation Study, *Houston, TX*
Harris County Precinct 2 Open Space and Resource Management Plan, *Houston, TX*

PARK DESIGN

Boeing Aviation Fields, *St. Louis, MO **
Minturn Park, *Oakland, MO **
St. Ann Playground Assessment, *St. Ann, MO *-*

* Previous Firm Experience



Michelle Bright SITES AP

Senior Designer



SENIOR PARKS ADVISOR

Michelle is a Senior Designer and Project Manager, who focuses on park projects in the Urban Ecology studio in the Austin office. Recognizing the role nature and public open space have in our lives has inspired Michelle's work for the past 15 years. Early in her career she spent time understanding the biology, ecology, and regulatory aspects of wetlands and riparian systems in the Mid-Atlantic states as an environmental consultant.

EDUCATION

Master of Landscape Architecture,
University of Texas at Austin
Bachelor of Science in
Environmental Studies, *Virginia
Commonwealth University*

CERTIFICATIONS

SITES Accredited Professional

SELECTED EXPERIENCE

PARK MASTER PLANNING

Harris County Precinct 2 Parks and
Trails Plan, *Houston, TX*
Japhet Creek Plan, *Houston, TX*
Downtown Gateways Vision Plan,
Corpus Christi, TX
St. Tammany Parish Comprehensive
Plan Update, *New Orleans, LA*

URBAN ECOLOGY

Green Galveston, *Galveston, TX*
Behavioral Study for Raincatcher
Program, *Austin, TX*
Wells Branch Urban Forest and
Natural Resources Management
Plan, *Wells Branch, TX*
Great Springs Framework Plan,
Austin, TX

* Previous Firm Experience



Landa Park Master Plan, New Braunfels, TX

TECHNICAL PROPOSAL

PROJECT APPROACH

Sunset Valley is a vibrant city distinguished by a culture that is distinct from its surrounding context, and this has played a large role in defining the environmental character of the city and its parks and open space resources. These lands are largely comprised of conservation-focused open spaces, such as greenbelts, preserves, nature areas, and trails systems. These spaces are well-loved by Sunset Valley's closely knit population, who are passionate about maintaining a high quality of life and the natural character and high environmental quality of their city. Residents are proud of their city, eager to participate in local governance, and protective of the values on which the city was originally founded. We are thrilled to have the opportunity to work with the outstanding residents and the City of Sunset Valley Staff and City Officials to develop a Parks and Open Space plan that reflects a commitment to environmental integrity, conservation of natural resources, active recreation, and community togetherness. Our initial research has led us to develop the following approach items that we think will be key to this project:

1. Improve and reposition existing parks and open space according to resident desires and develop a plan for the community. Vibrant parks, trails, and open spaces greatly enhance quality of life for Sunset Valley residents, and when these places reflect the desires of community members, they are far more likely to be used. Our robust community engagement plan will use several strategies to energize and engage the public to learn what they desire from parks and open space - from pop-up events at festivals and markets to workshops and online surveys. We will ensure everyone has a chance to weigh in on the future of their Parks and Open Space.

2. Utilize data-driven decision-making tools to prioritize parks and open space improvements, investments, and options. As part of the recreational needs assessment, we will seek to quantify all aspects of our analysis. While community engagement can often be difficult to quantify, our team has proven methodologies to organize and present community desires in a numbers-driven way. The community engagement findings will be paired and cross-referenced with a park asset inventory and assessment and geospatial analysis to provide recommendations for future park investments that will have the greatest impact on resident quality of life. We understand there are two primary uses of green spaces in Sunset Valley, and they need two different sets of goals. Benchmarks for conservation and recreation-focused Open Spaces will be developed and benchmarks for gathering and recreation-focused parks will be created to distinguish between the two uses.



"The City of Sunset Valley has a truly special combination of open spaces, parks, trails and land. The trail entrances at Sunset Valley City Hall and Community Garden are a 5 minute bike ride from my home. As a trail runner and native plant enthusiast, I love to visit the trails, log native plant sightings, talk with other trail users (once while looking at native grasses, a biologist stopped and chatted with me and taught me about the meadow spittlebug) and often run into a neighborhood friend. As a landscape architect, sustainability expert and environmental steward I celebrate Sunset Valley's care for its land and continued commitment to its community by creating a comprehensive parks and open spaces plan."

- Claire Eddleman-Heath,
Proposed Principal-in-Charge

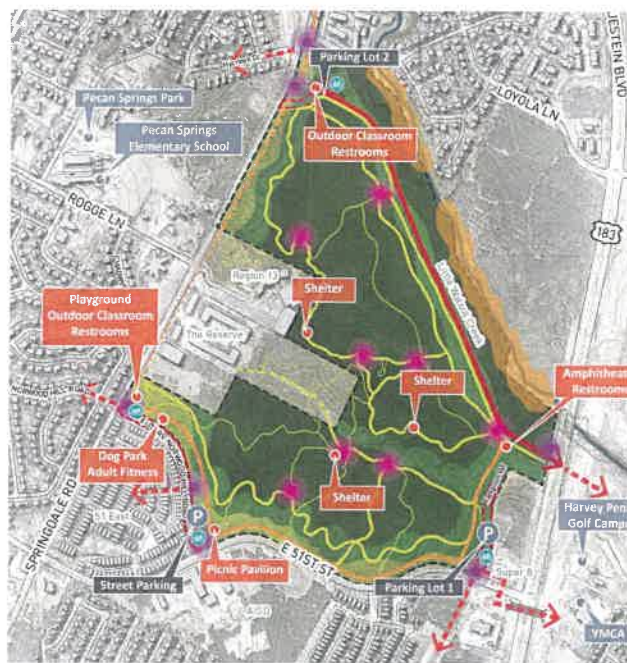
3. Foreground ecological design in all plans for the future of the parks system. The City of Sunset Valley already has a reputation for high standards of environmentally sensitive planning and parks system design. This plan will take that legacy even further by setting standards for the ecological design of all future park improvements, including the installation of green infrastructure system-wide, weaving ecological restoration into parks while balancing recreation and human access, protecting and enhancing wildlife habitat, promoting environmental education, catalyzing volunteer involvement in habitat restoration, and strategies for carbon neutrality across the parks system. Where more park amenities are recommended in conservation-focused open spaces, low-impact design strategies and materials will be prioritized so that human use and environmental integrity may be balanced.

4. Prioritize implementation at every step in the parks and open space planning process. Inspired designs need actionable plans. We know that conceptual designs that do not come with actionable items and implementation plans tend to sit on shelves. Asakura Robinson has a strong history of creating action-oriented implementable park system and landscape concept plans, and this experience empowers us to create an implementation and phasing strategy that integrates step-by-step tasks within a reasonable timeline and budget. In this plan, we will identify short-term wins that will provide major community value quickly, as well as detailing more ambitious, yet realistic long-term action items.



"Prior to joining Asakura Robinson, I worked at the Lady Bird Johnson Wildflower Center and learned about the City of Sunset Valley's conservation and land management work. I was impressed that the municipality was thinking about how best to balance open space for recreation, mobility, stormwater quantity reduction, water quality, and habitat. My family is a neighbor to Sunset Valley and use the trails regularly to walk, bike, teach our daughter about native plants and animals, and play. We even celebrated our New Year's day with a walk along the Cougar Creek Greenbelt."

- Michelle Bright,
Proposed Senior Parks Advisor



Little Walnut Creek Greenbelt Master Plan, Austin, TX

SCOPE OF WORK

WORK PLAN

Task 0

Project Management

February 2022 - June 2022

This task will set up all internal processes and expectations for the entire project and ensure seamless communications and coordination between all working parties.

Upon receipt of a Notice to Proceed, Asakura Robinson will coordinate with the The City of Sunset Valley staff to schedule a project kickoff meeting. During the kickoff, a Project Management Plan will be presented to the client. The Project Management Plan will outline communication management standards, quality control processes, and graphic standards for the document and duration of the project. In addition, recurring check-ins such as Bi-Weekly Calls will be discussed and scheduled.

0.1 Kickoff Meeting

To begin the project, we will schedule a **Kickoff Meeting** for the planning team and the client team to discuss aspirations for the project process and final outcomes. Prior to this meeting, AR will prepare a **Project Management Plan** to be presented to the client at this meeting. The Project Management Plan will outline communication and project management standards, quality control processes, and graphic standards for the document and duration of the project. In addition, recurring check-ins such as Bi-Weekly Calls will be discussed and scheduled. The Project Management Plan will include the following items for group review and comment:

- Project Details: Project scope, goals, objectives, project timeline & client expectations will be discussed.
- Outcome Expectations: We will discuss expectations of the completed project.
- Communications: Confirmation on lines of communication, points of contact, level of involvement by Department and local leaders, and other related project management details. Also, protocols and procedures for scheduling meetings will be agreed upon.

- Prepare Stakeholder List: Our team will collaborate with The City of Sunset Valley to develop a stakeholder list which will be used for focus groups and public engagement.
- Branding and Graphic Standards: During the kickoff meeting, our team will discuss project branding and graphic standards to ensure that the key information and findings will be consistently formatted throughout the course of the project for all final deliverables; **this will align with the City of Sunset Valley's branding.**

0.2 Biweekly Calls - Client Team

Our team will maintain clear, consistent, and reliable project management and client communication throughout the course of this project. For the duration of the project, we will hold **biweekly project status calls** to check in on expectations, monitor progress and move through the tasks outlined below.

0.3 Project Management Plan

During the Kickoff, we will distribute a project guide called the **Project Management Plan** that establishes communication and material production standards. It will contain the draft project timeline and meeting dates that attendees will review and validate, and adjust as needed. We propose at this time to schedule bi-weekly check-in meetings, which can be conference calls between our team and the client team. The guide will also contain a series of graphic standards, including document and map templates, to ensure the key information and findings will be consistently formatted throughout the course of the project for all deliverables.

0.4 Final City Council Presentation

After the plan has gone through the planning process, been vetted by staff and supported by the community, AR will provide a **final presentation to the Sunset Valley City Council.**

DELIVERABLES THROUGHOUT THIS TASK INCLUDE:

1. Biweekly Check-in Log
2. Draft Stakeholder List
3. Project Management Plan
4. Kickoff Meeting Minutes
5. Site Visit Summary
6. City Council Presentation

Task 1 Understand

February 2022- April 2022

We believe that implementation happens when plans are a reflection of a community's core values and visions, and that it is critical to align our work with previous planning projects. The Understand Phase is an important part of analysis that will shape our knowledge of The City of Sunset Valley's existing parks that are succeeding, the desires of community members, and how parks can enhance quality of life for Sunset Valley residents. This phase gathers community input, geospatial analysis, and community desires to help shape a baseline understanding of the existing conditions. This understanding will be summarized in an **Existing Conditions Report**. By developing a baseline understanding, we can be prepared to meet with a steering committee group made up of existing leaders, and service providers that add layers to our research and ensure robust analyses are being achieved and ideated alongside community leadership.

1.1 Existing Plan and Recommendation Review

We understand the importance of aligning our work with previous planning projects. A review of previous planning efforts and conceptual plans, such as the Park and Open Space Management Plan, the Trails Master Plan, the Wildlife Management Plan, the Uplands Concept Plan, and the City's Comprehensive Plan will include identifying key opportunities to advance recommendations in existing plans while identifying areas to leverage and complement efforts being made by the City. This will be compiled into an **Existing Plans and Recommendations Summary Report**. This baseline will help guide and facilitate conversations throughout the engagement process and establish a foundation for our understanding of parks and open space in Sunset Valley. These plans, annual reports, and other pertinent studies will be provided by the client for consultant review, in addition to any relevant data in GIS, CAD, or Excel format, which will be solicited via a Data Request.

1.2 Site Visit

Immersive and tactile experience of Sunset Valley's parks, open spaces, and trails ensures our project team isn't designing at arms length - we want to ensure that we have a complete understanding of the experience of the parks and open space system. Therefore, to supplement the data and plan review, the team will conduct experiential site explorations of all existing parks and open spaces by foot, bike, transit, and automobile to inform our understanding of user experience. We will make careful observations of connectivity and safety pain points, parks and open space assets, and visitor circulation and activity. This process will occur in tandem with a holistic GIS mapping analysis analyzing critical urban data such as land use, surface water quality, topography, traffic counts, urban biodiversity data from iNaturalist, and floodplain mapping. During the visit our team will meet with City staff, elected and appointed officials to review any existing amenities or site constraints, and receive any direction regarding project-specific requirements. This process will be supplemented with **photographic documentation and a summary of observations**.



"I love hearing from community members about why they love the cities they live in, and I'm excited about the opportunity to speak with Sunset Valley residents about how they use trails, parks, and open spaces and what they'd like to see in the future! It's very clear that Sunset Valley residents are passionate about environmental stewardship, connecting with nature, and exploring on bike and foot."

- Kari Spiegelhalter,
Proposed Project Manager

1.3 Demographic & Trends Analysis

Asakura Robinson will utilize The City of Sunset Valley's population projections and supplement with census tract demographic data from the U.S. Census Bureau to gain an understanding of how the City is growing and changing. This will go hand in hand with the community engagement strategy, specifically the survey, that will help us understand how residents are currently using parks and recreation amenities. See Task 2 for more information about community engagement. This analysis will provide an understanding of the demographic environment for the following reasons:

- To understand the market areas served by Sunset Valley Parks and Open Space and distinguish user groups.
- To determine changes occurring in Sunset Valley and the region, and assist in making proactive decisions to accommodate those shifts.

The demographic analysis will be based on the most current US Census information, updated projections, and 5 and 10 year projections. The following demographic characteristics will be included:

- Population Density; Age Distribution ; Households; Gender; Ethnicity; Household Income

From the demographic base data, sports, recreation, and outdoor trends are applied to the local populace to assist in determining the potential participation base within the community. For the sports and recreation trends, the Consulting Team will utilize the most current Sports & Fitness Industry Association's (SFIA) Study of Sports, Fitness and Leisure Participation, ESRI local market potential, as well as participation trends from the Outdoor Foundation on outdoor recreation trends. This will be summarized in a **Demographic & Recreation Trends Analysis Report**.

1.4 Parks and Open Space Needs Assessment

Our team will document the existing park, open space, and recreation facilities via a quantitative, numerical analysis of park and open space quality. The AR Team will visit each park to compile, inventory and assess existing parks and open spaces. Parks may have a distinct set of assessment standards, reflecting their use as community gathering spaces, while open spaces may have another set of standards reflecting their primary uses for conservation and recreation.

These assessments are intended to provide an analysis to help assess and compare existing park and open space quality, provide a baseline for future evaluations, inform decision-making regarding future investments, and accurately map accessibility for Sunset Valley residents. We also will identify any major deferred maintenance items and provide a general assessment of the accessibility of the facilities. This assessment methodology will be standardized so that City staff may perform these assessments in the future to measure progress in achieving goals set for the parks and open space system. **These assessments will be summarized in the Parks, Open Space, Facilities, Trails Assessment Inventories and Report.**

1.5 Existing Conditions Report and Presentation

This process will occur in tandem with a holistic GIS mapping analysis analyzing critical geospatial data such as property ownership, traffic counts, urban biodiversity data from sites such as iNaturalist, and floodplain mapping. We will also review pertinent site information, surveys and existing or applicable plans found in The City of Sunset Valley's Property Database. The review of this mapping analysis will be summarized in a comprehensive report showcasing findings, key data and will be used to supplement the assessment and understanding of existing facilities and assets.

Finally, the Demographics & Trends Analysis, Parks and Open Space Needs Assessment, and the Existing Conditions Analysis will be compiled into a **Existing Conditions Report** and Presentation to the City of Sunset Valley. Report/presentation graphics will include base maps, analysis graphics and text, charts, graphics, and other graphics-intensive elements, and the report will be made available to staff prior to the presentation for review.

TASK 1 DELIVERABLES

1. Existing Plans and recommendations findings summary report
2. Demographic & Recreation Trends Analysis Report
3. Parks, Open Space, Facilities, Trail Assessment Inventories and Report
4. Existing Conditions Report
5. Existing Conditions Presentation

Phase 2 Engage

March 2022 - May 2022

The Consulting Team will utilize a robust public input process to solicit community input on how the recreation system and programs meet the needs of residents into the future. This task is an integral part of the assessment and envisioning process. A wide range of community/participation methods may be utilized alongside traditional public meetings. The Team will prepare a **Public Engagement Plan** to include the number and types of meetings which will be held. Refer to the Task 0 - Project Management section of this document for additional details on the development of the team's Public Engagement Plan development.

These principles will guide our process for engagement and the plan as a whole:

- Create and execute an outreach and engagement process that is fair, equitable and accessible, where all participants have the opportunity to be heard.
- Attract diverse audiences, across neighborhoods, ages, races/ethnicities and lived experiences - particularly focusing on those that are active, interested and have a stake in the topic or are underrepresented in traditional planning processes. Everyone's experiences are relevant to this process.
- Ensure that as many people as possible in Sunset Valley know about the project and understand why it is needed and is currently happening.
- Meet people where they are: physically, virtually, and according to their capacity to absorb information and provide input on barriers and opportunities for planning the future of the Sunset Valley parks.
- Provide clear and regular project updates, including schedule information.
- Build continuous and varied opportunities for education and input, both online and offline/in person.

The final Public Engagement process will be finalized with the client, but will likely consist of the following tasks:

2.1 Public Engagement Plan

The Consultant Team will develop the Public Engagement Plan, which will explain in detail the target stakeholders and public audiences, methods of engagement, timeline for activities, and performance goals, such as a target number of engaged individuals and levels of public input. The Consultant Team will work closely with The City of Sunset Valley to understand priorities and objectives for the study area during the Kickoff Meeting and incorporate them into the overall Public Engagement Plan.



Pasadena Healthy Parks Plan engagement events, Pasadena, TX

2.2 Stakeholder Meeting

The stakeholder meeting will bring together City officials, City staff, the ad Hoc committee, and any other invited stakeholders. The existing conditions report will be presented, along with a draft of the Public Engagement Plan to receive feedback on the public engagement strategy and prepare for the launch of the public engagement process.

2.3 Community Survey

Our project team will develop one (1) web-based Community Survey to be hosted on The City of Sunset Valley's website and distributed digitally and/or in bills or mailers to gain a comprehensive understanding of community desires.

2.4 Speak-Out Events

Meeting community members at existing events, like the upcoming Sunset Valley ArtFest in April 2022, and Saturdays at the Sustainable Food Center's Sunset Valley Farmers Market, can be an effective way to elicit feedback by engaging them in activities that feel like fun but provide valuable information for parks and recreation planning purposes. The project team will attend up to **two (2) pre-planned community events in Sunset Valley**. These events will also provide equitable in-person opportunities to fill out a hard copy of the survey for those without access to the internet.

2.5 Community Workshops

Our team will host up to **two (2) community workshops** throughout the project period to include multiple types of events and engagement opportunities at specific project milestones, including but not limited to site tours, pop-up events, and traditional workshops.

Community Workshop #1 | Understand Workshop

The **first Community Workshop** will take place during Task 2 - Understand and will be focused on learning from the community how they use their existing parks and open spaces and how a new plan for parks and open space will serve them.

Community Workshop #2 | Envision Workshop

The **second Community Workshop** will take place during Task 3 - Envision and will be focused on receiving input on the three proposed system-wide plans. The Team will design engaging, hands-on activities for community members to contribute design ideas and feedback on the concept designs to the Team.

ADD ALTERNATE

2.A Focus Groups

Asakura Robinson will host three (3) Stakeholder Focus Group meetings to be held during Task 3 to focus on prioritizing recommendations and discussing implementation. The City of Sunset Valley would be responsible for providing contacts for these focus groups. These focus groups may be in person or virtual depending on dates and stakeholder availability. A possible Focus Group breakdown, subject to client review and draft recommendations, may include:

- 1. Sportsfields and Recreation Centers** | This focus group will discuss the needs of community users and sports organizations within the Sunset Valley. Participants may include athletic program staff, recreation center staff, and recreation participants.
- 2. Trails and Accessibility** | This focus group will discuss access to parks and trails, as well as address ADA accessibility within the parks system. Participants may include Sunset Valley staff, advocates for ADA accessibility, and active transportation advocates.
- 3. Natural Resources** | This focus group will discuss the natural areas and conservation goals within Sunset Valley and look at ways to balance that with the recreation desires of the community.

TASK 2 DELIVERABLES

1. Public Engagement Plan
2. Workshop Materials
3. Stakeholder Meeting Minutes
4. Provide all raw data from the Public Engagement Process
5. Public Engagement Summary Rep

Task 3 Envision

March 2022- May 2022

The Envision task of the project will build upon findings from previous tasks to develop a draft Parks and Open Space plan based on existing conditions, public engagement, and the information provided by City Staff, elected and appointed officials. Our team values parks that benefit the community in many ways and will develop plan concepts that address key goals identified by The City of Sunset Valley and its residents such as environmental sensitivity, conservation, safety, water quality protection, public health, and economic development. We will evaluate current trends to inform potential programming and pay particular attention to environmental opportunities to foster native vegetation, strategies for improved water quality and the reduction of heat island effect and air quality pollution. As it relates to the programming of the recommendations, we will look into current amenities, programs, and other activities to bolster the diversity of uses and potential attractions to the Sunset Valley's parks, greenbelts, preserves, and conservation areas.

3.1 Draft Sunset Valley Parks & Open Space Plans

Our team will develop **three (3) draft plans** for review and presentation. These plans will rely on previous scoped items within this project plan, including the Site Reconnaissance Visit with Sunset Valley Staff, existing conditions of the park and open space assets, and the public engagement process to develop an inspiring vision for the future of Sunset Valley's parks and open spaces. Each option will provide alternatives for balancing recreation, sports, facilities, outdoor adventure, playgrounds, ecological restoration, conservation areas, trails and active transportation, and opportunities along City streets.

ADD ALTERNATE

3.1A Park Concept Design

If desired, our team will develop a detailed concept design for one (1) selected park or open space, which will include layout and design of any paths, seating, nature play or other playgrounds, sports fields, environmental features, and parking lots. This concept design will include an illustrative plan rendering, planting palette, and precedent concept imagery. A more detailed concept design can be helpful in catalyzing community buy-into the plan, and assist in fundraising efforts for park improvements. If the City desires this additional work, a draft of the design will be presented along with the three Parks and Open Space Plans at Community Workshop #2 and the Stakeholder Feedback Presentation to elicit feedback, and one round of revisions will be made to update the design.

3.1.1 Community Workshop #2

Asakura Robinson will make the three **Parks and Open Space Plans** available for public comment via The Sunset Valley and/or project website. The second community workshop will be held during this task to gather more feedback on the concepts; this is outlined in more detail in Task 2 of the project plan.

3.1.2 Stakeholder Feedback Presentation

Asakura Robinson will present the client team, City officials, and the ad hoc committee with the three plans to solicit feedback on the three options.

3.2 Final Plan Selection

Asakura Robinson and the client team will select **one (1) final Parks and Open Space Plan** option that will be further refined based on public feedback and stakeholder feedback and integrated into a final Parks and Open Space Plan Report.

3.3 Funding and Revenue Strategies

Once a final plan is selected, funding strategies will be developed based in part on our review and analysis of the facilities as well as the national experience brought by the team. AR will review existing funding sources, research any potential funding opportunities and provide a **5-year action plan** with a **10-year horizon plan** to make recommendations for the City to implement the plan moving forward. The funding strategies to be evaluated for recommendations may include:

- Fees and charges options and recommendations
- Endowments/Non-profits opportunities for supporting operational and capital costs
- Sponsorships to support programs, events, and facilities
- Partnerships with public/public partners, public/not-for-profit partners and public/private partnerships
- Dedicated funding sources to support land acquisition and capital improvements
- Development agreements to support park acquisition, open space and park and facility development
- Earned Income options to support operational costs
- Land or facility leases to support operational and capital costs
- Identify grant opportunities and resources to construct facilities identified in the Master Plan including suggested timelines

TASK 3 DELIVERABLES

1. Three (3) Draft Park and Open Space Plans
2. Community Workshop #2
3. Stakeholder Feedback Presentation
4. One (1) Final Park and Open Space Plan
5. Opinion of Probable Costs & Operational Costs for the Preferred Parks & Open Space Plan
6. Funding and Revenue Strategies Report



"During my years living along a prominent trail and open space system, I developed a strong connection to the trail system both personally and professionally by running, biking and working on design for segments of open space. I've grown to understand how impactful well-designed, accessible open space can be, in fact, some of my best memories since moving to Texas are centered around using the trail system. I would be very excited for the opportunity to contribute to Sunset Valley having even more areas where memories can be made!"

- Tucker Rose,
Proposed Deputy Project Manager



Inwood Detention Recreation Study, Houston, TX

Task 4 Act

April 2022- June 2022

Inspired designs need actionable plans. We know that conceptual designs that do not come with actionable items and implementation plans tend to sit on shelves. Asakura Robinson has a strong history of creating action-oriented implementable urban design and landscape concept plans, and this experience empowers us to create an implementation and phasing strategy that integrates step-by-step tasks within a reasonable timeline. After research work, community engagement, and recommendations and conceptual plans are made, the team will begin to create the final plan document, which will include an action plan and schedule for shovel-in-the-ground projects. Specific tasks include:

4.1 Strategic Action Plan

Upon completion of all technical work, a **Strategic Action Plan** will be completed with supporting strategies, actions, responsibilities, and priorities/timelines for future capital investments into the City's park and open space system. These strategies will be classified as short-term, mid-term or long-term strategies and priorities. These goals will be closely developed alongside the City of Sunset Valley to ensure they are feasible, fundable, and placed within an appropriate timeline. This strategic action plan will also provide an estimated cost for phased development of the Parks and Open Space Plan and ongoing maintenance of park assets into the future.

4.2 Draft Sunset Valley Parks and Open Space Plan Report

The **Draft Sunset Valley Parks and Open Space Plan Report** will present the final vision for the Sunset Valley Parks and Open Space Plan, as well as the Existing Conditions Analysis, a summary of the engagement process, Funding and Revenue Strategies, and the Strategic Action Plan, as well as any relevant appendices and information. This plan will be provided to the client and posted for public comment on the City's website.

4.3 Final Sunset Valley Parks and Open Space Plan Report

Upon comment by The City of Sunset Valley and the key Departments, as well as the community, the Consulting Team will revise the Draft Plan to reflect all input received. After the plan has gone through the planning process, been vetted by staff and supported by the community, AR will provide a final presentation of the **Final Parks and Open Space Plan Report** to the Sunset Valley City Council; this is outlined under Task 0.5. The final plan will be prepared with a Summary Brief delivered along with associated appendices (technical reports, maps and other applicable documentation).

TASK 4 DELIVERABLES

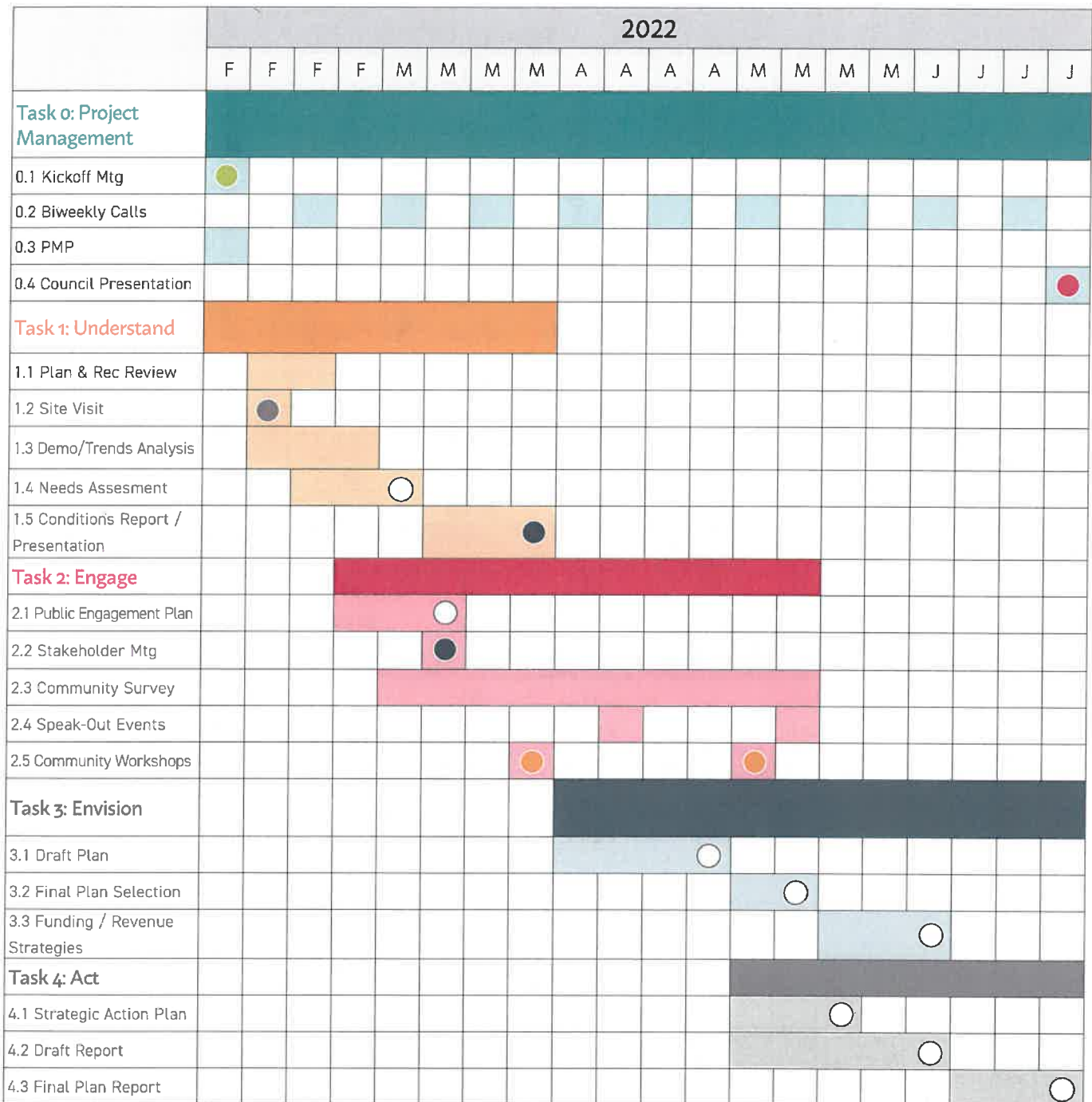
Deliverables for Task 4 will be delivered for review throughout the timeline of this phase for review and compiled in a final document that will include appendixes related to the previous tasks. Deliverables consist of:

1. Strategic Action Plan
2. Draft Sunset Valley Parks and Open Space Plan Report
3. Final Parks and Open Space Plan Plan Report

ESTIMATED LABOR HOURS BY STAFF / TASK

	ASAKURA ROBINSON					Total
	Claire Eddle- man-Heath // PIC	Kari Spiegelhalter // PM	Tucker Rose // DPM	Project Designer	Michelle Bright // Sr. Parks Advisor	
Task 0: Project Management						49
0.1 Kickoff Meeting	1	2	4	0	1	8
0.2 Biweekly Calls	5	10	10	0	0	25
0.3 Project Management Plan	2	1	4	2	0	9
0.4 Final City Council Presentation	1	2	4	0	0	7
Task 1: Understand						126
1.1 Existing Plan & Recommendation Review	1	2	8	8	2	21
1.2 Site Visit	2	2	4	0	2	10
1.3 Demographic & Trends Analysis	1	2	2	8	0	13
1.4 Parks and Open Space Needs Assessment	2	4	16	16	0	38
1.5 Existing Conditions Report & Presentation	2	8	16	16	2	44
Task 2: Engage						107
2.1 Public Engagement Plan	1	2	4	8	2	17
2.2 Stakeholder Meeting	1	2	4	0	0	7
2.3 Community Survey	1	4	8	8	0	21
2.4 Speak-Out Events	2	4	4	0	4	14
2.5 Community Workshops	4	12	16	12	4	48
Task 3: Envision						101
3.1 Draft Sunset Valley Parks & Open Space Plans	2	16	24	32	4	78
3.2 Final Plan Selection	2	1	1	0	0	4
3.3 Funding and Revenue Strategies	1	4	4	8	2	19
Task 4: Act						103
4.1 Strategic Action Plan	1	12	8	8	2	31
4.2 Draft Sunset Valley Parks and Open Space Plan Report	2	8	18	18	2	48
4.3 Final Parks and Open Space Master Plan Report	2	8	6	6	2	24
Total Hours						972

PROJECT SCHEDULE



- Stakeholder Meeting
- Deliverables
- Kickoff Meeting
- Site Visit
- Speak-Out
- Final Presentation to City Council

Plan adoption

COST PROPOSAL

		ASAKURA ROBINSON					
		Claire Eddleman-Heath	Kari Spiegelhalter	Tucker Rose	Project Designer	Michelle Bright	Total
Hourly Rate		\$ 153	\$ 113	\$ 92	\$ 87	\$ 137	
Task 0: Project Management							
Hours		9	15	22	2	1	49
Cost		\$1,377	\$1,695	\$2,024	\$174	\$137	\$5,407
Task 1: Understand							
Hours		8	18	46	48	6	126
Cost		\$1,224	\$2,034	\$4,232	\$4,176	\$822	\$12,488
Task 2: Engage							
Hours		9	24	36	28	10	107
Cost		\$1,377	\$2,712	\$3,312	\$2,436	\$1,370	\$11,207
Task 3: Envision							
Hours		5	21	29	40	6	101
Cost		\$765	\$2,373	\$2,576	\$3,480	\$822	\$10,108
Task 4: Act							
Hours		5	28	32	32	6	103
Cost		\$765	\$3,164	\$2,944	\$2,784	\$822	\$10,479
Subtotal Cost							\$49,689
Direct Expenses: Travel, Printing and Engagement Materials							\$304
Grand Total (excluding add alternates)							\$49,993

ADD ALTERNATES		
	2.A Focus Groups	\$3,000
	3.1A Park Concept Design	\$5,000
Grand Total (with add alternates)		\$57,993

Appendix: Forms

Appendix A – Scope of Services

1. Project Title: Parks and Open Space Plan

2. Scope of Services Contact:

Questions about the technical nature of the Scope of Services, etc. may be directed to Carolyn Meredith, Public Works Director through email at cmeredith@sunsetvalley.org.

3. Project Overview

The City intends to hire a consulting firm to provide a community driven needs assessment of the park and open space system and develop a plan for the community. Interested candidates must exhibit the required knowledge, qualifications, and expertise to deliver a Parks and Open Space Plan to be used as a tool to guide the Public Works Department for the next 10 years. The project will include the following:

- Engage all neighborhoods and age categories in our community in a recreational needs assessment by interacting with committees, conducting public surveys, resident post cards, meeting with current staff for their insight, and holding public meetings to determine the vision and course for the City's recreational needs.
- Assess the existing City parks, recreation areas, facilities, trails, and open spaces.
- Explore inclusive recreational activities, hike and bike network, and outdoor adventure within the City's Parks and Open spaces and along City streets.
- [Incorporate the City's branding into the plan.](#)

4. Scope of Work

The selected design firm shall furnish all expertise, labor, and resources to provide complete services. All work shall be completed in accordance with the requirements of any applicable City Ordinances. The following generally summarizes the scope of services that the RESPONDENT may be required to perform:

- A. Meet with City staff, elected and appointed officials to review any existing amenities or site constraints, and receive any direction regarding the site and project-specific requirements.
- B. Generate project timeline.
- C. Review pertinent site information, surveys and existing or applicable plans found in the [City Owned Property Database](#).
- D. Conduct recreational needs assessment.
- E. Prepare and facilitate community engagement process.
- F. Gather and report public opinion regarding preferred park and recreation priorities through public meetings and citizen input.
- G. Provide the City with all of the raw data from the public engagement process.
- H. Prepare three (3) draft plans for review and presentation, based on the information provided by City Staff, elected, appointed officials, and the initial public process phase.
- I. Prepare final plan and cost estimates based on public process. Include an estimated cost for a phased development approach and ongoing maintenance.
- J. Review existing funding sources, research any potential funding opportunities and provide a 5-year action plan with a 10-year horizon plan to make recommendations for the City to implement the plan moving forward

- K. Provide final presentation to City Council regarding the final proposed plan
- L. Other types of professional services of a nature consistent with the intent of the RFQ

5. Response Requirements:

- A. Each proposal is limited to 10 double sided or 20 single sided pages and should address the following:
- B. Cover Letter. The proposal transmittal letter shall be on company letterhead signed by a person authorized to submit and sign a proposal, address, telephone number, the name of the person authorized to submit/sign the proposal, and his/her title, telephone number and e-mail address
- C. **Qualifications.**
 - i. Specific Project Experience. Provide summaries of at least three (3) similar projects that your company has completed. These summaries should be relevant to the size and scope of this project. Each individual project summary should include information such as project description, stated objectives, timeline, budget, and results. Please include the name of the customer, the main contact, and a contact phone number. These contacts may be used as references.
 - ii. Team Qualifications. Provide qualifications, education, and relevant experience of the key team members, as a team and as individuals, including sub-contractors that will provide these services.
- D. **Technical Proposal.**
 - i. Project Approach. A description of the approach to be taken toward completion of the project, and explanation of any variances to the proposed scope of work, or deliverables, as outlined in the RFQ and, any insights into the project gained as a result of developing this proposal.
 - ii. Scope of Work. Description of the scope of work that includes steps to be taken, including any products or deliverables.
 - iii. Estimated Labor Hours. A summary of estimated total hours by task that clearly defines the project team members on the task. List any hours to be performed by subcontractor.
 - iv. Project Schedule. A proposed schedule that indicates project milestones and overall time for completion.
- E. **Cost Proposal.**
 - i. Cost to complete the Scope of Work, writing so as "Not to Exceed" amount.
 - ii. Hourly price to complete Scope of Work, and any additional items not identified in the above Scope of Work.

6. Key Events Schedule:

- i. Response Release Date November 29, 2021
- ii. Mandatory Pre-Submittal Meeting- December 13th, 2021 at 2:00 p.m.
- iii. Deadline for Submittal of Written Questions is December 24th, 2021, at 5 PM.
- iv. Sealed Responses Due by January 10th, 2022 AT 2:00 P.M.
- v. Anticipated Award Date February 1st.

M. Robinson

01/05/2022

APPENDIX B-RESPONSE VERIFICATION

Response Verification Submittal Checklist

(To determine validity of Response - all Responses received without the following items will be considered non-responsive and will be rejected. Forms from previous solicitations for goods or services will not be used in place of the required forms for this RFQ 11292021A.

- Appendix A must be completed, signed, and included in the Response submittal.
- Appendix B must be completed, signed, and included in the Response submittal.
- Appendix C – Conflict of Interest Form (CIQ Form) must be completed, signed, and included in the Response submittal.
- Form 1295 filed online
- Appendix E– HB 89 Verification Form must be completed, signed, and included in the Response submittal.
- Appendix F- Non-discrimination Form must be completed, signed and included in the Response Submittal.
- Appendix G-Acknowledgement of contact with key contracting persons must be completed, signed, and included in the Response submittal.
- Appendix H-Drug Free Workplace Certification must be completed, signed, and included in the Response submittal.
- Certificate of Insurance showing Proof of Respondent's Ability to Meet the Insurance Requirements.
- Signed Addendum(s) (If any are issued by Owner).
- Contact information for 3 references.

MROBINSON

01/05/2022

Authorized Signature of Respondent

Date

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ****For vendor doing business with local governmental entity**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Asakura Robinson Company LLC

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N.A.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 MR. ROBINSON
Signature of vendor doing business with the governmental entity

01/07/2022

Date

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Asakura Robinson Company LLC
Houston, TX United States

Certificate Number:
2022-836402

Date Filed:
01/04/2022

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Sunset Valley

Date Acknowledged:

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

11292021
Parks and Open Space Planning, Landscape Architecture, Urban Design, Urban Ecology

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.

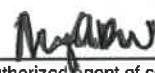
6 UNSWORN DECLARATION

My name is Amanda Wheelless, and my date of birth is 12/11/1981.

My address is 1224 East 12th Street, Suite 310, Austin, TX, 78702, USA.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Travis County, State of Texas, on the 07 day of January, 2022.
(month) (year)



Signature of authorized agent of contracting business entity
(Declarant)

APPENDIX E
House Bill 89 VERIFICATION

I, Margaret Robinson, the undersigned representative of Asakura Robinson Company LLC (hereafter referred to as company) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270.001, Texas Government Code:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with City of Sunset Valley.

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

MARGARET ROBINSON

Margaret Robinson, PLA, LEED AP, SITES AP

Authorized Signatory for Respondent

Printed Name

01/05/2022

Asakura Robinson Company LLC

Date

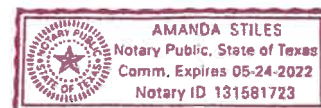
Company Name

ON THIS THE 5 day of January, 2021, personally appeared Margaret Robinson, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

[Handwritten Signature]

NOTARY SIGNATURE



APPENDIX F
PARKS AND OPEN SPACE PLAN
CERTIFICATION OF NON-DISCRIMINATION

The RESPONDENT hereby certifies not to discriminate and to comply with the CITY's Non-Discrimination provision of this Request for Proposal. The CITY's Policy on Non-Discrimination requires compliance with applicable Federal and Texas state laws, regulations and orders relating to equal employment opportunity and non-discrimination.

Asakura Robinson Company LLC

Respondent

MRobinson

Signature

Founding Principal

Title

01/05/2022

Date

APPENDIX G

PARKS AND OPEN SPACE PLAN

ACKNOWLEDGMENT OF CONTACT WITH KEY CONTRACTING PERSONNEL

Respondent acknowledges doing business or has done business during the 365 day period immediately prior to the date on which this Response is due with the following key persons and warrants that these are the only such key persons:

N/A

If no one is listed above, Respondent on oath swears that the following statements are true:

1. Respondent is authorized by Respondent to make this affidavit for Respondent.
2. Respondent is fully aware of the facts stated in this affidavit.
3. Respondent has received the list of key contracting persons associated with this invitation for Responses, which is attached to this affidavit as Exhibit G-1.
4. Respondent has personally read Appendix G and G-1 to this RFQ.
5. Respondent has no knowledge of any key contracting person on Exhibit "A" with whom Respondent is doing business or has done business during the 365-day period immediately before the date of this affidavit whose name is not disclosed in the Invitation for Responses.



Authorized Signatory for Respondent

Margaret Robinson, PLA, LEED AP, SITES AP

Printed Name

01/05/2022

Date

Asakura Robinson Company LLC

Company Name

APPENDIX H
PARKS AND OPEN SPACE PLAN
DRUG-FREE WORKPLACE CERTIFICATION

It is the policy of the City of Sunset Valley to maintain a drug-free workplace. RESPONDENTS, SUBCONTRACTORS and their employees are expected to report to work with an appropriate mental and physical condition for work; and are not to report to or remain at work under the influence of intoxicants. For the purpose of this policy, intoxicants include abused inhalants such as glue or paint thinner, alcoholic beverages, and any drug which is not legally obtainable, or which is legally obtainable but has not been legally obtained or not used for their prescribed purposes.

In order to have a drug-free workplace, RESPONDENT shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the RESPONDENT'S policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this proposal a copy of the statement specified in Subsection (1)
4. Notify the employees that, as a condition of working under this proposal, the employee will agree by the terms of the statement and will notify the employer of any conviction or plea of guilty or nolo contendere to, of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction. RESPONDENT will impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation.
5. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this RESPONDENT complies fully with the above requirements.

MR. ROBINSON

Authorized Signatory for Respondent

Margaret Robinson, PLA, LEED AP, SITES AP


Printed Name

01/05/2022

Date

Asakura Robinson Company LLC

Company Name

All Responses must be submitted to the City of Sunset Valley with this page included	
RFQ NO:	11292021A
Project Title	Parks and Open Space Plan
Submittal Deadline	January 10 th , 2022 at 2:00 p.m.
Submit Hardcopies to:	Carolyn Meredith City of Sunset Valley 3203 Jones Road Sunset Valley, Texas 78745
Respondent's Information	
Respondent's Legal Name:	Asakura Robinson Company LLC
Address:	1224 East 12th Street, Suite 310
City, State & Zip	Austin, TX 78702
Federal Employers Identification Number #	20-0948652
Respondent's Point of Contact:	Kari Spiegelhalter
Phone Number:	847.421.6228
E-Mail Address:	kari@asakurarobinson.com
Respondent Authorization	
I, the undersigned, have the authority to execute this Response in its entirety as submitted and enter a contract on behalf of the Respondent.	
Printed Name of Representative Name:	Margaret Robinson, PLA, LEED AP, SITES AP
Position:	Founding Principal
Signature:	
Date:	01/05/2022

1. CONTRACT AWARD INFORMATION:

- A. Term of Contract** Any contract resulting from this RFQ shall be effective from the date that the Notice to Proceed is received by the contractor and shall remain in effect for 6 months
- B. Federal, State and/or Local Identification Information** (if available)
- i. Centralized Master Bidders List registration number: _____
 - ii. Prime contractor HUB / MWBE registration number: HUB: 1200948652800
 - iii. Employer Identification Number (EIN)/Federal Tax Identification Number: 20-0948652

2. CONTRACT TERMS AND CONDITIONS. EXCEPT WHERE RESPONDENT MAKES SPECIFIC EXCEPTION IN THE SUBMITTED RESPONSE, ANY CONTRACT RESULTING FROM THIS RFQ WILL CONTAIN THE FOLLOWING TERMS AND CONDITIONS, WHICH RESPONDENT HEREBY ACKNOWLEDGES, AND TO WHICH RESPONDENT AGREES BY SUBMITTING A RESPONSE:

A. Standard Terms and Conditions

- i. **Taxpayer Identification:** Respondents must provide the City with a current W-9 before any goods or services can be procured from the Respondent.

B. Governing Law and Venue: All Responses submitted in response to this solicitation and any resulting contract shall be governed by, and construed in accordance with the laws and court decisions of the State of Texas. Any legal or equitable actions arising from this request for Responses, or any resulting contract shall be brought before an appropriate court located in Travis County.

C. Resolution of Program Non-compliance and Disallowed Costs: In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement, or the breach thereof, including determination of responsibility for any costs disallowed because of non-compliance with federal, state or TxCDBG program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within 30 days of receipt of a written notice of the dispute or invitation to negotiate and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within 30 days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Agreement and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally. [This section may also provide for the qualifications of the mediator(s), the locale of meetings, time limits or any other item of concern to the parties. If the matter is not resolved through such mediation within 60 days of the initiation of that procedure, either party may proceed to file suit.

D. Termination for Cause: The occurrence of any one or more of the following events will justify termination of the contract by the City for cause:

1. The successful Respondent fails to perform in accordance with the provisions of these specifications; or
2. The successful Respondent violates any of the provisions of these specifications; or
3. The successful Respondent disregards laws or regulations of any public body having jurisdiction; or
4. The successful Respondent transfers, assigns, or conveys any or all of its obligations or duties under the contract to another without written consent of the City.
5. If one or more of the events identified in Subparagraphs I (1) through (4) occurs, the City may, terminate the contract by giving the successful Respondent seven (7) Calendar days written notice. In such case, the successful Respondent shall only be entitled to receive

payment for goods and services provided before the effective date of termination. The successful Respondent shall not receive any payment on account of loss of anticipated profits or revenue or other economic loss resulting from such termination.

6. When the contract has been so terminated by the City, such termination shall not affect any rights or remedies of the City then existing or which may thereafter accrue.
7. A "Termination for Cause" clause will be added to selected Respondent's contract with Sunset Valley.

E. Termination for Convenience: This contract may be cancelled or terminated at any time by giving vendor thirty (30) days written notice. Vendor may be entitled to payment for services actually performed; to the extent said services are satisfactory. A "Termination for Convenience" clause will be added to selected Respondent's contract with City of Sunset Valley.

F. Force Majeure: To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed. Determination of force majeure shall rest solely with City of Sunset Valley.

G. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708): Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

H. Affirmative Action/EOE: Sunset Valley is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for of the Housing and Urban Development Act of 1968 (12U.S.C. 1701u) as amended. During the performance of an awarded contract, the contractor agrees as follows:

- i. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure

that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places. Available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- ii. The respondent will, in all solicitations or advertisements for employees placed by or on behalf of the respondent, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- iii. The Respondent will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This Provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the respondent's legal duty to furnish information.
- iv. The respondent will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the respondent's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- v. The respondent will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- vi. The respondent will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- vii. In the event of the respondent's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the respondent may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- viii. The respondent will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (i) through (vii) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subrespondent or vendor. The respondent will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a respondent becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the administering agency the respondent may request the United States to enter into such litigation to protect the interests of the United States.
- ix. The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
- x. The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of respondents and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.
- xi. The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a respondent debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon respondents and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.
- xii. **Subcontracts.** Each nonexempt prime respondent or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.

- I. **Payment Terms:** Unless otherwise specified in the Scope of Services or otherwise agreed to in writing by City of Sunset Valley, payment terms for the City are Net 30 days upon receipt of invoice after receipt of goods or services. A 5% retainage will be held from each invoice until the completion of the project. Pay applications must be submitted to the Public Works Director for approval and processing for payment. Sunset Valley will pay based on percentage of completion at the time of pay application submission pending verification from the Public Works Director. Final approval will be based on inspection of the project for verification of compliance with all aspects of the scope of work listed within Appendix A of this RFQ. The work performed in accordance with this contract shall be paid for using lump sum and unit pricing. This price is full compensation for all task listed in the Response submitted by the vendor and must include all necessary fees, charges and bonds needed to complete this work. Sunset Valley will NOT pay any fees to the vendor other than the agreed upon Response price.
- J. **Liquidated Damages:** Should the RESPONDENT fail to complete the requirements set forth in the scope of work, Sunset Valley will suffer damage. The amount of damage suffered by Sunset Valley is difficult, if not impossible, to determine at this time. Therefore, the RESPONDENT shall pay Sunset Valley as liquidated damages, the following:
- i. The RESPONDENT shall pay Sunset Valley liquidated damages of \$1000 per day for each day past the specified completion date agreed to by the City of Sunset Valley and the Respondent.
- K. **Funding:** State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Orders or other obligations that may arise beyond the end of the current fiscal year shall be subject to approval of budget funds.
- L. **Taxes:** The City is exempt from all federal excise taxes and all state and local sales and use taxes. If such taxes are listed on a Respondent's invoice, they will not be paid.
- M. **Insurance:** The Respondent, consistent with its status as an independent contractor, shall carry, and shall require any of its subcontractors to carry, at least the following insurance in such form, with such companies, and in such amounts (unless otherwise specified) as City may require:
- i. Worker's Compensation and Employer's Liability insurance, including All States Endorsement, to the extent required by federal law and complying with the laws of the State of Texas;
 - ii. Commercial General Liability insurance, including Blanket Contractual Liability, Broad Form Property Damage, Personal Injury, Completed Operations/Products Liability, Premises Liability, Medical Payments, Interest of Employees as additional insureds, and Broad Form General Liability Endorsements, for at least One Million Dollars (\$1,000,000) Combined Single Limit Bodily Injury and Property Damage on an occurrence basis;
 - iii. Comprehensive Automobile Liability insurance covering all owned, non-owned or hired automobiles to be used by the Respondent, with coverage

for at least One Million Dollars (\$1,000,000) Combined Single Limit Bodily Injury and Property Damage. \

iv. Respondent shall submit proof to City of Sunset Valley that said respondent has the ability to meet all insurance requirements listed above.

3. Indemnification: Respondent agrees to defend, indemnify and hold harmless the City of Sunset Valley, all of its officers, agents, employees, appointees and volunteers from and against all claims, actions, suits, demands, proceedings, costs, damages and liabilities, including reasonable attorneys' fees, court costs, related expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by Respondent's breach of any of the terms or provisions of any contract awarded as a result of this solicitation, or by any negligent or strictly liable act or omission of the Respondent, its officers, agents, employees, or subcontractors, in the performance of an awarded contract; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence or fault of the City, its officers, agents or employees, and in the event of joint and concurrent negligence or fault of the Respondent and City, responsibility and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Texas, without waiving any governmental immunity available to the City under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

IN SUBMITTING A RESPONSE TO THIS RFQ, THE RESPONDENT AGREES THAT IT WAIVES ANY CLAIMS IT HAS OR MAY HAVE AGAINST THE CITY, THE CITY'S EMPLOYEES, OFFICERS, AGENTS, REPRESENTATIVES, AND THE MEMBERS OF THE CITY'S GOVERNING BODY IN CONNECTION WITH OR ARISING OUT OF THIS RFQ, INCLUDING, THE ADMINISTRATION OF THE RFQ, THE BASIS FOR SELECTION, THE EVALUATIONS OF THE RESPONSES, THE METHOD USED FOR SELECTION, AND ANY DISCLOSURE OF INFORMATION REGARDING THE RESPONSES OR EVALUATIONS. THE SUBMISSION OF A RESPONSE CONSTITUTES THE ACCEPTANCE BY THE RESPONDENT OF THE EVALUATION TECHNIQUE DESCRIBED IN THIS RFQ. THE PERSON SIGNING ON BEHALF OF RESPONDENT CERTIFIES THAT THE SIGNER HAS AUTHORITY TO SUBMIT THE RESPONSE ON BEHALF OF THE RESPONDENT AND TO BIND THE RESPONDENT TO ANY RESULTING CONTRACT. I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND ALL REQUIREMENTS SET FORTH IN THIS REQUEST FOR RESPONSES:

MR. ROBINSON

Authorized Signatory for Respondent
01/05/2022

Date

Margaret Robinson, PLA, LEED AP, SITES AP

Printed Name
Asakura Robinson Company LLC

Company Name



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/23/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Higginbotham Insurance Agency Inc PO Box 870 Corpus Christi TX 78403-0870	CONTACT NAME: Sofie Kaper PHONE (A/C, No, Ext): 361-581-2195 FAX (A/C, No): 361-844-0101 E-MAIL ADDRESS: certificates-sr@higginbotham.net													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Sentinel Insurance Company, LTD</td> <td>11000</td> </tr> <tr> <td>INSURER B : Hartford Ins Co of the Mid West</td> <td>37478</td> </tr> <tr> <td>INSURER C : Property & Casualty Ins. Co of Hartford</td> <td>34690</td> </tr> <tr> <td>INSURER D : Argonaut Insurance Company</td> <td>19801</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Sentinel Insurance Company, LTD	11000	INSURER B : Hartford Ins Co of the Mid West	37478	INSURER C : Property & Casualty Ins. Co of Hartford	34690	INSURER D : Argonaut Insurance Company	19801	INSURER E :		INSURER F :
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INSURER E :														
INSURER F :														

INSURED
 Asakura Robinson Company LLC
 2500 Summer Street, Suite 3228
 Houston TX 77007


COVERAGES **CERTIFICATE NUMBER:** 9978899 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Contractual		65SBAIN2909	6/29/2020	6/29/2021	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ee occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>		65SBAIN2909	6/29/2020	6/29/2021	COMBINED SINGLE LIMIT (Ee accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		65SBAIN2909	6/29/2020	6/29/2021	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
B C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	65WBCAR2686 TX 65WBCAR2686 LA	6/29/2020 6/29/2020	6/29/2021 6/29/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Professional Liability Cyber Liability		121AE017711500	6/29/2020	6/29/2021	See Limits Below* See Limits Below**

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

See Attached...

CERTIFICATE HOLDER	CANCELLATION
-Sample Certificate-	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> 



City of Sunset Valley

Request for Qualifications

Parks and Open Space Plan Addendum #1

Question: Do the required forms (Appendices) count towards the 20-page limit?

Answer: No the required forms in the appendices will not count toward the total page limit of 20 single sided pages or 10 doubles sided pages.

Question: The checklist states we need to sign Appendix A and return with submittal. There is nowhere to sign on this – would you like our signature somewhere at the bottom?

Answer: Yes, please sign along the bottom.

Question: The Conflict of Interest form is missing, can you please provide the form?

Answer: Please fill out the form located here and include with your submittal.

<https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>

MR. ROBINSON

01/05/2022

REFERENCES

City of Pasadena // Pasadena Healthy Parks Plan

Jed Aplaca, Director of Parks and Recreation Department
(713) 745-7048
japlaca@pasadenatx.gov

Community Powered Workshop (Prime) // Central Williamson Creek Greenway Vision Plan

Nicole Joslin, Director
(512) 220-4254
nicole@cp-workshop.org

Harris County Precinct 2 // Parks and Trails Plan

Bryan Brown
(713) 274-4037
bryan.brown@eng.hctx.net