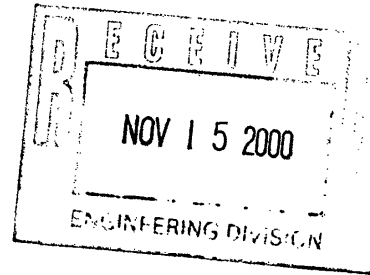




November 14, 2000



Keith Johnson
Rapid City Engineering Department
600 Sixth Street
Rapid City, South Dakota 57701

Re: Memorial Park Master Plan

Dear Keith:

As you requested, I have prepared a proposal to develop a Master Plan for Memorial Park in Rapid City. The Civic Center, Eighth Street, Haines Avenue and Omaha Street bound the study area. We are very familiar with this park as I was the original designer of the park following the 1972 flood in Rapid City. We have assisted with numerous park improvements, including an updated master plan, the amphitheater grounds, the Lasting Legacy sculpture site and various memorial locations.

Some of the specific issues to be addressed in the Master Plan include:

1. *Omaha Street* - Widening and reconstruction
2. *Pedestrian Access* - In and through the park
3. *Sixth Street Bridge* - General condition and visibility to creek
4. *Bridge Lighting*
5. *Band Shell Area* - Turf and access, along with service access
6. *Pond* - Shoreline improvements, consider pond as irrigation source
7. *Heritage Festival* - Locations and limits
8. *Rapid Creek Shoreline* - Access regarding wetlands, etc.
9. *Memorials* - Where, how many are appropriate?
10. *Drainage Considerations*
11. *Irrigation System*
12. *Pedestrian Ways and Bicycle Path*
13. *Memorial Park West* - Interface with Memorial Park West site plan
14. *Signage* - Review signage, "Memorial Park" identification, trail plan
15. *Trees* - Replacement strategy

16. *Lights* - Generally okay, but may need review
17. *Road Underpass* - Underpass elevations are fixed
18. *Six-foot Walk to 8th Street* - Needs improvement for maintenance
19. *Band Shell* - Currently, being used as a picnic shelter now. What are approved uses for the Band Shell? Should it be defined? Is there a better shelter location?
20. *Civic Center* - What are expansion plans?
21. *Pond Use* - Fishing, Swimming, Boating (Canoe/Kayak), Hobby Boats
22. *Rose Beds/Formal Gardens* - Are locations fixed?
23. *Walks* - Consider moving walk on both sides of festival activities
24. *"Memorial"* - Can the memorial be re-defined, such as in-lake fountain with lights.
25. *Safety Issues* - Involve Police Department for review of safety issues
26. *Trash Collection* - What is trash collection process?
27. *Review ADA accessibility*
28. *Review School District uses*
29. *Current Activities include:*

Fishing	Duck Race	Concert Going
Biking	Polar Plunge	Festivals - Heritage
Swimming	Rally Events	Fireworks Viewing
Skate Boarding	Catered Picnic	Car Shows - Show & Shine
Hacky Sac	Frisbee	Memorial Viewing
Picnicking	Hiking/Running	
30. *Playgrounds* - Playgrounds are not preferred for this park
31. *Active Sports* - Active sports are not preferred for this park
32. *Amphitheater* - Enlarge amphitheater viewing area, if possible with floodway limitations
33. *Review Operations Issue* - Currently, the Civic Center schedules and collects the fees, and the Parks and Recreation Department performs the maintenance.
34. *Floodway Limits* - Review floodway limits at the Haines Avenue Bridge.
35. *Pond* - Consider pond as irrigation source
36. *Storm Water* - Are there storm water mitigation concerns?

The City will provide copies of reports, studies and plans and the most current available aerial photos and topographic surveys for Memorial Park to use as base information for the park.

The services we propose to provide include:

- A. **Master Plan** - The following delineates the various planning procedures necessary to complete the Master Plan:
1. **Programming** - We will meet with you and representatives of user groups that you identify to compile project goals and desires. These meetings will include City staff, Civic Center officials, the South Dakota Department of Transportation, Rapid City School District and others that you may designate. The discussions will address the above noted issues, and others that may yet to be identified. The result of this phase will be a written list of issues, goals and objectives related to the future of Memorial Park.
 2. **Site Evaluation** - Initially we will prepare a composite database for the park. We will determine the opportunities and constraints of the park area as it pertains to the above-described program. We will photograph the key features of the park for reference during the planning activities. The site evaluation will identify current physical features of the park, such as floodplain limits, topography, vegetation, drainage patterns, pedestrian circulation patterns, entries, view sheds and other issues to be determined. The result of this phase will be a written and graphic description of the park's opportunities and constraints for future improvements.
 3. **Preliminary Plan Alternatives** - We will prepare various sketch plans for your review and comment. The intent of this phase is to show you the various park development possibilities to assure that the final plan represents the highest and best use of the land in keeping with the program wish list. We will also review these preliminary concepts with representatives of the user groups at your request after the City staff has had the opportunity to comment on them. The result of this phase will be a series of conceptual plans for Memorial Park.
 4. **Memorial Park Master Plan** - The best aspects of the preliminary plans will be incorporated into the preferred Master Plan for Memorial Park. We will prepare a general opinion of probable costs for the work, and identify the tasks in their accepted order of priority. The plan will be colored and mounted for your use. A bound report identifying the recommended actions, timeframes, schedules along with back-up maps and documentation of the planning process will be provided at the conclusion of the planning activity.

The following is the preliminary schedule proposed for completion of the Master Plan activities:

Proposal due	November 17
Public Works Committee review	November 29
City Council review	December 4
Master Plan completed	End of March

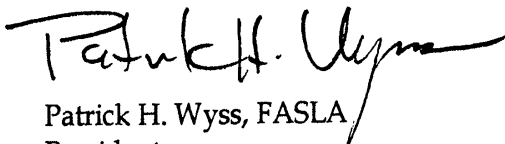
The preparation of this Master Plan includes the preparation and attendance at two public meetings, two presentations to the City Council, various meetings with City staff and related agencies, and presentations to two Parks and Recreation Committee meetings.

The attached spreadsheet provides you a detailed breakdown of our fee proposal. The lump sum fee for preparing the Memorial Park Master Plan will be \$30,000.00 (\$29,308 for services plus \$692.00 for related expenses) which includes direct expenses of mileage, plotting and printing including ten copies of the final report.

Keith, I look forward to the potential of preparing a new Master Plan for Memorial Park. If you have any questions concerning the above proposal please contact me at your convenience.

If this Agreement meets with your approval, please sign and date both copies. Retaining one copy for your records, and return one copy to Wyss Associates, Inc.

Sincerely,



Patrick H. Wyss, FASLA

President

phw:kkt

Enclosure: Breakdown of Profession Services

Authorization to proceed:

Mayor

Date

Finance Officer

Date