



WILDWOOD

April 19, 2016

The Honorable City Council
City of Wildwood, Missouri
16860 Main Street
Wildwood, Missouri 63040

Re: **Bellevue Farm Project – Design Contract**

Council Members:

INTRODUCTION >>>

The City has an on-going lease agreement with St. Louis County for property abutting its far southeast corner, which was approved by the City Council on December 8, 2014. This property, known as Bellevue Farm, consists of two (2) parcels of ground totaling nearly one hundred (100) acres and is accessed from St. Paul Road. The property has a rich history, including several historic structures, and an incredible view of the Meramec River Valley.

As part of the lease agreement, certain improvements must be installed on the property by the City.

The site development improvements that must be constructed include the following:

1. The installation of an improved asphalt access road from the front entrance into the site. This access road must be open for public use by December 31, 2016;
2. The development of a trail within the site to be constructed between June 30, 2016 and January 1, 2017; and
3. The construction of a parking area, with picnic tables, trash cans, and a bike rack.

The timeframes for this work to be underway, or completed, are quickly approaching and the Department of Planning and Parks has spent a great deal of time getting the preparatory work started. This work has included preliminary site investigations to determine best approaches to the planned work. Additionally, the Department completed the hiring of an expert in historical research to conduct an analysis of the buildings on site, several of which appear to be over a century old. Evaluation work has begun by an expert on staff with St. Louis County Department of Parks and Recreation for the layout of the trail. Most importantly, however, will be the ultimate design of new improvements and how they integrate into this unique property's features.

ACTION ITEMS >>>

It is the Committee's hope that a cohesive and creative design can be drafted for all of the development work needed in this park. To this end, a design company, DG2 Design, was contacted and toured the property with staff members to get a first-hand look at it and begin to evaluate its possibilities.

Subsequently, a proposal has been provided for a site analysis and completion of a master plan of the property from DG2 Design. This proposal, which is attached to this letter, provides for the full design work to be completed at the cost of sixteen thousand two hundred sixty dollars (\$16,260.00).

DG2 Design has completed an extensive number of projects in the St. Louis Area, many of which were contracted by Great Rivers Greenway (GRG). The Committee had Department staff check references, and reviewed several of their design projects, and found the work to excel at being a site-sensitive blend with the surrounding environment. Based upon this research, the Committee supports proceeding forward with a contract to engage DG2 Design to create a master plan document for Belleview Farm. This design work would be funded from the Capital Improvement Program Budget, which includes a line item for Belleview Farm within its Park and Trail Development Section.

SUGGESTED ACTION/RECOMMENDATION >>>

The Committee, acting at its April 19, 2016 meeting, and by a vote of 7 to 0, is recommending this designer, DG2 Design, be selected for this project. In making this recommendation, the Committee members would again note the timelines that must be met according to the lease; the designer's previous work with GRG and ability to blend park elements into a natural setting; and the available funding in 2016 for this work. This matter is being presented at tonight's Work Session to the City Council for its review and, if acceptable, to recommend legislation be drafted in this regard. With City Council's endorsement, the contract for this project could be established by mid-May, with analysis work starting in late spring/early summer.

INFORMATION >>>

If any of the City Council Members should have questions or comments before tonight's meeting about this information, please feel free to contact the Department of Planning and Parks at (636) 458-0440. A presentation is planned on this matter at tonight's Work Session. Thank you for your review of this information and participation in tonight's discussion.

Respectfully submitted,
CITY OF WILDWOOD

Jim Baugus, Chair*
Planning/Economic Development/Parks Committee

Cc: The Honorable Timothy Woerther, Mayor
The Honorable James R. Bowlin, Mayor-elect
Ryan S. Thomas, P.E., City Administrator
Rob Golterman, City Attorney
Kathy Arnett, Assistant Director of Planning and Parks
Gary Crews, Superintendent of Parks and Recreation

* The Department of Planning and Parks developed this report, in conjunction with the Planning/Economic Development/Parks Committee. Content reflects the Committee's consideration of this subject, and not necessarily an individual's position or opinion.

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4835 MO 109, Suite 102
Eureka, MO 63025
636-549-9007



DG2 Design
Landscape Architecture

Proposal and Agreement for Landscape Architectural Services

Project Name: Belleview Farms Master Plan
Project Number: TBD

Client: City of Wildwood
Client Contact: Joe Vujnich and Kathy Arnett
Client Address: joe@cityofwildwood.com

Principal: Kristy DeGuire
Project Leader: Brad Priest

This Agreement is made and entered into as of this _____ day of _____ 20_____, between DG2 Design, LLC ("DG2"), a Missouri limited liability company, 4835 MO 109 Suite 102 Eureka, MO 63025 and City of Wildwood (Owner/ Client) for the following project: Belleview Farms Master Plan, including potential park improvements such as, new exterior and interior entry road, parking lot, trails, overlook deck, pavilion, reuse options of buildings and barns on site, portable restroom enclosure and other passive uses of the park. The master plan will take into account the integral viewsheds, borrowed views and potential landscape restoration projects. ("Project").

Scope of Services: DG2 Design will work with the Client to finalize the project scope and schedule and compile an understanding of the park site and opportunities for the park development.

Task 1: Site Analysis Provide a clear understanding of the project scope and schedule, and a deliverable package summarizing the existing conditions, opportunities, and challenges associated with the park site. This bound submittal will include, but is not limited to, a park site plan identifying existing conditions (AutoCad/ Adobe), photo inventory of the park site, graphic and narrative summarization of opportunities and challenges identified with the park property, and summary of input and feedback from the Client. The analysis will also include a broad identification and preservation of important trees, combined with recommended areas for reduction of second-growth and invasive vegetation. (This does not include a full tree inventory).

Task 1.1 - Participate in preliminary meeting with Client to review project parameters, gather necessary materials, identify additional information required and establish project timetable.

Task 1.2 - Conduct site visit with Client and others.

Task 1.3 - Prepare a base map identifying and locating natural and man-made features, including topography, wetlands, streams, vegetation, utilities, structures, boundaries and other features as necessary. (Based on Client provided site survey)