

RUNDELL ERNSTBERGER ASSOCIATES

Koren Gray, Clerk Treasurer

Town of Thorntown
Thorntown, Indiana
clerktreasurer@thorntown.in.gov

**Re: Park Impact Fee Study
Professional Services**

August 16, 2023

Dear Koren:

We are pleased to submit this letter proposal for professional services for preparation of a Zone Improvement Plan and associated ordinance to establish a Park Impact Fee for the Town of Thorntown. We will work with a subconsultant who has expertise in the field of creating and analyzing housing projections.

We appreciate the opportunity to work with you and the Town. The following proposal outlines our understanding of the project, the scope of services to be provided, a project timeline, and our proposed fees.



PROJECT UNDERSTANDING

Based on our preliminary discussion of the park impact fee project, we have the following understanding of the project:

1. Park Impact Fees are established through adoption of the Zone Improvement Plan pursuant to Indiana Code 36. Impact fees are calculated based on facility information and level of service standards for the parks network.
2. The Town of Thorntown has a current Parks and Recreation Master Plan which will be utilized for guidance on recreational trends and desires for the community. Level-of-Service (LOS) metrics included with the master plan will be reviewed and evaluated. If new level-of-service metrics are needed, our team will develop those as a part of the Zone Improvement Plan.
3. The Town expects to see a rapid increase in housing and growth in the next few years. The potential to incorporate park impact fees prior to this growth will assist the town and its current and future residents in implementing new recreational improvements.
4. MS Engineering currently provides engineering consulting services for the Town and will be involved in development/review of the LOS metrics and cost estimates included in the Zone Improvement Plan.
5. The Town would like to implement a new park impact fee ordinance by January of 2024.

SCOPE OF WORK

SCOPE OF SERVICES

Based on the services needed to prepare a Zone Improvement Plan, we propose the following scope of work to be provided by the REA Team.

1. Project Initiation Meeting: Project kick-off meeting with the Town and Steering Committee to review the scope of services and project schedule, establish communication protocol, ensure a clear understanding of the desired outcomes for the

project, and hear about key issues related to parks and recreation in Thorntown. The Steering Committee will be involved throughout the planning process and will have the opportunity to review and comment on all findings and deliverables.

2. Data Collection and Background Review: Review existing documents provided via this impact fee process that identify various potential public park amenities. Additional documents to be reviewed may include local development standards and regulations, adopted plans, past bid tabs and contract specifications.

This task will include preparation of an information needs memo which will include the data needed from the Town for the Zone Improvement Plan. The Town will gather as much of the information as possible. We will meet with the Town to receive the data and discuss technical policy issues.

3. Steering Committee Meeting #2: We will meet with the Steering Committee to review existing amenity inventories, review amenities included in the Parks and Recreation Master Plan, review any missing or outdated amenities, and discuss level of service ratios for each amenity.
4. Impact Fee Methodologies: Our Team will develop appropriate impact fee methodologies and fee schedules necessary for the Town to establish and defend its proposed impact fees. The procedure will meet the requirements of the State statute for establishing Park Impact Fees. Methodologies will be easy to understand and to implement and will provide impact fees for a variety of development types including single-family and multi-family housing.
5. Current Amenities Inventory and Community Level of Service Ratios for 2023 Population: Utilizing the Park and Recreation Master Plan, we will identify appropriate LOS ratios for the parks system to meet current needs of the community. The LOS will be shown in relation to current population numbers. A schedule will be provided showing current amenities and analysis of current inventory versus the LOS standards development for the Town through the master plan process and will identify any amenity deficits.
6. Growth Analysis: We will analyze current and anticipated growth forecasts and proposed capital improvements from the Thorntown Parks and Recreation Master Plan. This analysis will include current and anticipated future growth for the Town which will include a schedule illustrating historical population of the Town of Thorntown from 2010-2020 and the estimated population growth and residential building permits building permits for 2024-2034. The population and housing unit history and future estimates will be provided by the Town of Thorntown's Planning Administrator and Community and Economic Development Department. Estimated housing unit growth information will be based on the historical housing unit mix for the Town and U.S. Census Bureau data on average household size for the Town.
7. Steering Committee Meeting #3: We will meet with the Steering Committee to review projected population and housing growth for the Town. Parks and recreation amenity LOS standards will be reviewed again in terms of existing and projected populations.



8. Estimated Amenity Needs Related to Future Population Needs: The estimated amenities needed to meet LOS standards in relation to current population and housing needs will be calculated using 2030 and 2035 population projections. The estimated deficits and surpluses will be calculated to determine future revenues that are needed to fund development of the amenities.
9. Develop planning-level cost estimates for the design and construction of public park amenities and improvements. This may include such components, but is not limited to, trails, baseball fields, a community center, basketball courts, playgrounds, parking lots, soccer fields, etc.. The entirety of the list of specific amenities for which unit costs will be needed may not currently all be known. But the whole list will be developed and will be identified by the appointed Park Impact Fee Committee as a part of this process and as then approved by the Town.
10. Estimated Cost of Raising Current Inventory to 2023 Target Level of Service Standards: Utilizing the estimated cost and needed inventory of amenities from previous tasks, we will estimate the revenues needed to raise current inventories to meet the LOS Standards utilizing 2023 population numbers.
11. Estimated Impact Fee Costs of 2030 Improvements: The project population for the Town in 2030 will be used to determine the amenities needed to meet the needs of the increased population based on amenity LOS standards. The estimated deficits and surpluses will be calculated based on the assumption that the 2024 target inventory is reached for each amenity. Revenues from the 2024 Impact Fee may only be used to fund amenities that have identified deficits due to population growth.
12. Estimated Impact Fee Costs of 2035 Improvements: The project population for the Town in 2035 will be used to determine the amenities needed to meet the needs of the increased population based on amenity LOS standards. The estimated deficits and surpluses will be calculated based on the assumption that the 2024 target inventory is reached for each amenity. Revenues from the 2024 Impact Fee may only be used to fund amenities that have identified deficits due to population growth.
13. Estimated Annual 2024 Impact Fee Revenues: Utilizing the information gathered and prepared in previous tasks, our team will work with the Steering Committee to develop a proposed 2024 Impact Fee Calculation. The costs to be funded through the 2024 Impact Fee are based on the estimated 2035 cost of infrastructure improvement needed to meet the LOS standard along with the contribution of new residents to the Department's annual budget and contribution to existing park bonds (if applicable).
14. Steering Committee Meeting #4: We will meet with the Steering Committee to review the draft Zone Improvement Plan including proposed Park Impact Fees for the Town. The Draft plan will be provided to the Steering Committee for review and comment prior to the public meeting.
15. Public Meeting: Upon completion of the Zone Improvement Plan and approval of the proposed 2024 Park Impact Fee by the Steering Committee, we will assist the Town in presentation of the report and methodologies used to determine the impact fee. The



presentation will be presented at a Town Council meeting and will invite public comments and questions.

16. Preparation of Park Impact Fee Ordinance: Working with the Town's Planning Administrator, we will prepare a draft of the Park Impact Fee Ordinance to be adopted by the Town Council.

PROJECTED TIMELINE

Below is an estimated timeline for delivery of the project, subject to client and agency reviews and approvals.

PHASE OF WORK	TIMELINE
Data Gathering and Inventory	1 month
Population and Housing Projections	1-2 months
Development of Service Ratios & Cost Estimates	1-2 months
Proposed Impact Fee Calculations/Methodologies	1 month
Draft Plan Preparation/Presentation	1 month



COMPENSATION

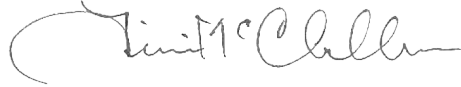
1. Basic Services: REA proposes a fee of \$42,000.00 for the basic services outlined above in accordance with the following fee schedule:

Data Gathering and Inventory	\$ 5,000.00
Population and Housing Projections	\$ 8,000.00
Development of Service Ratios & Cost Estimates	\$13,000.00
Proposed Impact Fee Calculations/Methodologies	\$ 5,000.00
Draft Plan Preparation/Presentation	\$10,000.00
Expenses	\$1,000.00
2. Invoicing: Services will be billed monthly on a lump sum, percentage complete basis, plus reimbursable expenses. Fees will not be exceeded without prior written approval from the Town of Thorntown.
3. Expenses: Reimbursable expenses are estimated and will be billed in accordance with the attached schedule.

If the terms of this proposal are agreeable to you, we will prepare an agreement for services between Rundell Ernstberger Associates, Inc. and the Town of Thorntown.

I outlined the steps we believe are necessary for the successful completion of this project but let us know if we have omitted any additional services. Thank you for the opportunity to work with the Town of Thorntown. If you have any questions or concerns regarding this proposal, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Tricia McClellan". The signature is fluid and cursive, with a large initial "T" and "M".

Tricia McClellan, PLA, ASLA

Partner



Attachments: REA Standard Fee and Reimbursement Schedule

RUNDELL ERNSTBERGER ASSOCIATES

Standard Fee and Reimbursement Schedule

Effective January 2022

Rates indicated are subject to semi-annual review and revision.

Professional and Technical Staff

Principal LA/Planner	\$225.00/hour
Planner I	\$215.00/hour
Sr. Project Manager	\$195.00/hour
Civil Engineer I	\$175.00/hour
Associate LA/Planner	\$170.00/hour
Professional Staff (Registered LA)	\$145.00/hour
Planner II	\$140.00/hour
Technical Staff (Graduate LA/Planner)	\$120.00/hour
Administrative	\$90.00/hour
Construction Inspection Manager	\$124.00/hour
Construction Inspection Field Technician	\$105.00/hour



A surcharge of fifty percent (50%) will be added to hourly rates for expert witness testimony and/or for participation at hearings, depositions, etc.

Reimbursable Expenses

Mileage	Standard mileage rate
Travel, Lodging, and Meals	Cost
Postage, Handling, etc.	Cost
Copies	
Black & White (8 ½ x 11)	\$0.05/copy
Black & White (11 x 17)	\$0.10/copy
8½ x 11 Inkjet	\$1.00
8½ x 11 Presentation	\$1.50
8½ x 11 Photo Paper	\$2.50
11 x 17 Inkjet	\$2.00
11 x 17 Presentation Paper	\$2.75
11 x 17 Photo Paper	\$3.50
Plots	
Black & White In-House Plots	
Bond	\$1.00 sf
Color In-House Plots	
Heavy bond	\$4.00 sf
Semi-Gloss	\$5.00 sf
High-Gloss	\$6.00 sf
Materials	Cost + 5%
Equipment Rental	Cost + 5%
Subcontract Services	Cost + 5%

Invoices

Invoicing and payment schedule are detailed in the contract. Balances remaining unpaid after thirty (30) days are subject to a monthly finance charge of 1.5% (18% annually) until paid.