

**SANTA FE COUNTY
PROFESSIONAL SERVICES AGREEMENT
WITH DESIGN OFFICE,
FOR LANDSCAPE ARCHITECTURAL SERVICES
FOR THE THORNTON RANCH OPEN SPACE**

THIS AGREEMENT is made and entered into on this 2nd day of May, 2014, by and between **SANTA FE COUNTY** (hereinafter referred to as the "County"), an New Mexico political subdivision, and **DESIGN OFFICE**, located at 1300 Luisa Street Suite 24, Santa Fe, N.M. 87505 (hereinafter referred to as the "Contractor").

WHEREAS, the County requires design services for the development of a landscape architectural program and master plan for the Thornton Ranch Open Space, located in the Galisteo Basin, to allow public access for recreational and educational activities;

WHEREAS, in accordance with NMSA 1978, §13-1-112 and §13-1-117, the County issued a Request for Proposal (RFP) #2014-0095-OS/PL for the provision of professional landscape architect services;

WHEREAS, based upon the evaluation criteria established within the request for proposals for the purposes of selecting the most qualified offeror, the County has determined the Contractor as the most responsive and highly rated offeror;

WHEREAS, the County requires the services of the Contractor and the Contractor is willing to provide these services and both parties wish to enter into this Agreement.

NOW THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1. SCOPE OF SERVICES

A. The Contractor will provide professional landscape architect services to develop an architectural program and prepare a Master Plan for the 2,339 acre Thornton Ranch Open Space to allow for public access for recreational and educational activities.

B. The Contractor will complete the County's preliminary program for the Master Plan to include: a mountain biking trail and associated trailhead/parking lot; an equestrian trail loop and associated trailhead/parking lot; a visitors center to provide interpretive services for the Galisteo Basin; an amphitheater with shaded ramada with small parking lot to serve guided tours to Petroglyph Hill; and, wayfinding and interpretive signs and kiosks.

C. The General Scope of Work includes, but is not limited to:

- 1) Review documents in the County's files, including the Galisteo Basin Archaeological Sites Protection Act General Management Plan;

- 2) Review the preliminary program for the property;
- 3) Design and facilitate an effective public input process to incorporate meaningful input from the public;
- 4) Complete a site analysis to inform the program;
- 5) Prepare a final program for the property;
- 6) Develop a Master Plan for the property;
- 7) Provide a recommendation for phasing the implementation of the Master Plan;
- 8) Provide an opinion of probable construction cost by phase;
- 9) Provide a recommendation of staff requirements and annual cost to operate and maintain the visitor facility by phase;
- 10) Coordinate with the County's consultant conducting the cultural resource investigations of the property;
- 11) Assist staff in consulting with the Galisteo Basin Archaeological Sites Protection Act Working Group concerning Master Plan. Attend meetings of the Galisteo Basin Archaeological Sites Protection Act Working Group as necessary;
- 12) Assist staff in presenting the Master Plan to the Santa Fe County Technical Review Team in resolving issues in complying with the Santa Fe County Land Development Code;
- 13) Present the Master Plan to the Board of County Commissioners for approval.

2. COMPENSATION AND INVOICING

A. In consideration of its obligations under this Agreement the Contractor shall be compensated as follows:

- 1) County shall pay to the Contractor in full payment for services satisfactorily performed and all costs and expenses shall be in accordance with Exhibit A.
- 2) The total amount payable to the Contractor under this Agreement shall not exceed one hundred twenty-nine thousand one hundred twenty dollars (\$129,120.00) exclusive of gross receipts tax. Any New Mexico gross receipts tax levied on the amounts payable under this Agreement shall be paid by the County to the Contractor.
- 3) The total amount payable to the Contractor under this Agreement for approved reimbursable expenses shall not exceed six thousand six hundred and six dollars (\$6,606.00) inclusive of gross receipts tax.
- 4) This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to

provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the County when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to services being provided.

B. The Contractor shall submit a written request for payment to the County when payment is due under this Agreement. Upon the County's receipt of the written request, the County shall issue a written certification of complete or partial acceptance or rejection of the contractual items or services for which payment is sought. The Contractor acknowledges and agrees that the County may not make any payment hereunder unless and until it has issued a written certification accepting the contractual items or services. Within thirty (30) days of the issuance of a written certification accepting the contractual items or services, the County shall tender payment for the accepted items or services. In the event the County fails to tender payment within thirty (30) days of the written certification accepting the items or services, the County shall pay late payment charges of one and one-half percent (1.5%) per month, until the amount due is paid in full.

C. In the event the Contractor breaches this Agreement, the County may, without penalty, withhold any payments due the Contractor for the purpose of set-off until such time as the County determines the exact amount of damages it suffered as a result of the breach.

D. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payment.

3. EFFECTIVE DATE AND TERM

This Agreement shall, upon due execution by all parties, become effective as of the date first written above and shall terminate two (2) years later, unless earlier terminated pursuant to Section 5 (Termination) or Section 6 (Appropriations and Authorizations). The County has the option to extend the contract at the same price, terms and conditions for an additional two years upon the approval of Santa Fe County.

4. ADDITIONAL SERVICES

A. The parties agree that all services set forth in Section 1 (Scope of Services) of this Agreement shall be completed in full, to the satisfaction of the County, for the amounts set forth in Section 2 of this Agreement, and for no other cost, amount, fee or expense.

B. The County may from time to time request changes in the Scope of Services to be performed hereunder. Such changes, including any increase or decrease in the Contractor's compensation, which are mutually agreed upon by and between the County and the Contractor, shall be incorporated in written amendments to this Agreement.

5. TERMINATION

A. Termination of Agreement for Cause. Either party may terminate the Agreement based upon any material breach of this Agreement by the other party. The non-breaching party shall give the breaching party written notice of termination specifying the grounds for the termination. The termination shall be effective thirty (30) days from the breaching party's receipt of the notice of termination, during which time the breaching party shall have the right to cure the breach. If, however, the breach cannot with due diligence be cured within thirty (30) days, the breaching party shall have a reasonable time to cure the breach, provided that, within thirty (30) days of its receipt of the written notice of termination, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.

B. Termination for Convenience of the County. The County may, in its discretion, terminate this Agreement at any time for any reason by giving the Contractor written notice of termination. The notice shall specify the effective date of termination, which shall not be less than sixty (60) days from the Contractor's receipt of the notice. The County shall pay the Contractor for acceptable services, determined in accordance with the specifications and standards set forth in this Agreement, performed before the effective date of termination but shall not be liable for any work or services performed on or after the effective date of termination.

6. APPROPRIATIONS AND AUTHORIZATIONS

This Agreement is contingent upon sufficient appropriations and authorizations being made for performance of this Agreement by the Board of County Commissioners of the County and/or, if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and authorizations are not made in this or future fiscal years, this Agreement shall terminate upon written notice by the County to the Contractor. Such termination shall be without penalty to the County, and the County shall have no duty to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision as to whether sufficient appropriations and authorizations have been made for the fulfillment of this Agreement shall be final and not subject to challenge by the Contractor in any way or forum, including a lawsuit.

7. INDEPENDENT CONTRACTOR

The Contractor and its agents and employees are independent contractors and are not employees or agents of the County. Accordingly, the Contractor and its agents and employees shall not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use the County vehicles, or participate in any other benefits afforded to employees of the County. Except as may be expressly authorized elsewhere in this Agreement, the Contractor has no authority to bind, represent, or otherwise act on behalf of the County and agrees not to purport to do so.

8. ASSIGNMENT

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer without the County's advance written approval shall be null and void and without any legal effect.

9. SUBCONTRACTING

The Contractor shall not subcontract or delegate any portion of the services to be performed under this Agreement without the advance written approval of the County. Any attempted subcontracting or delegating without the County's advance written approval shall be null and void and without any legal effect.

Upon the County's execution of this Agreement, the County approves the Contractor's use of: subcontractor Ecotone, 1413 Second Street, Suite 5, Santa Fe, NM; subcontractor Santa Fe Conservation Trust, P.O. Box 23985, Santa Fe, NM 87502; subcontractor Atkin Olshin Schade Architects, 1807 Second Street #34, Santa Fe, NM, 87507 to provide certain services required of the Contractor under this Agreement. The subcontractors shall not have any contractual relationship with the County and the Contractor shall be fully responsible and liable for actions of its subcontractors, including timely payment of any compensation due to its subcontractors.

10. PERSONNEL

A. All work performed under this Agreement shall be performed by the Contractor or under its supervision.

B. The Contractor represents that it has, or will secure at its own expense, all personnel required to discharge its obligations under this Agreement. Such personnel (i) shall not be employees of nor have any contractual relationships with the County and (ii) shall be fully qualified and licensed or otherwise authorized or permitted under federal, state, and local law to perform such work.

11. RELEASE

Upon its receipt of all payments due under this Agreement, the Contractor releases the County, its Elected Officials, officers, agents and employees from all liabilities, claims, and obligations whatsoever arising from or under or relating to this Agreement.

12. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the County.

13. CONFLICT OF INTEREST

The Contractor represents that it has no and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its obligations under this Agreement.

14. INDEMNIFICATION

A. The Contractor shall defend, indemnify, and hold harmless the County and its Elected Officials, agents, and employees from any losses, liabilities, damages, demands, suits, causes of action, judgments, costs or expenses (including but not limited to court costs and attorneys' fees) resulting from or directly or indirectly arising out of the Contractor's performance or non-performance of its obligations under this Agreement, including but not limited to the Contractor's breach of any representation or warranty made herein.

B. The Contractor agrees that the County shall have the right to control and participate in the defense of any such demand, suit, or cause of action concerning matters that relate to the County and that such suit will not be settled without the County's consent, such consent not to be unreasonably withheld. If a conflict exists between the interests of the County and the Contractor in such demand, suit, or cause of action, counsel shall be retained to represent the County's interest.

C. The Contractor's obligations under this section shall not be limited by the provisions of any insurance policy the Contractor is required to maintain under this Agreement.

15. RECORDS AND INSPECTIONS

A. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to the County as part of the procurement process, the Contractor agrees to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under this Agreement; (ii) allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with generally accepted accounting principles ("GAAP").

B. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to County as part of the procurement process, the Contractor also agrees to require any subcontractor it may hire to perform its obligations under this Agreement to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under the subcontract; (ii) to allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with GAAP.

16. PERMITS, FEES, AND LICENSES

The Contractor shall procure all permits and licenses, pay all charges, fees, and royalties, and give all notices necessary and incidental to the due and lawful performance of its obligations hereunder.

17. EQUAL OPPORTUNITY COMPLIANCE

A. The Contractor agrees to abide by all Federal, State, and local laws, ordinances, and rules and regulations pertaining to equal opportunity and unlawful discrimination. Without in any way limiting the foregoing general obligation, the Contractor specifically agrees not to discriminate against any person with regard to employment with the Contractor or participation in any program or activity offered pursuant to this Agreement on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.

B. The Contractor acknowledges and agrees that failure to comply with this Section shall constitute a material breach of this Agreement.

18. SEVERABILITY

If any term or condition of this Agreement shall be held invalid or non-enforceable by any court of competent jurisdiction, the remainder of this Agreement shall not be affected and shall be valid and enforceable to the fullest extent of the law.

19. COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW

A. In performing its obligation hereunder, the Contractor shall comply with all applicable laws, ordinances, and obligations.

B. This Agreement shall be construed in accordance with the substantive laws of the State of New Mexico, without regard to its choice of law rules. The Contractor and the County agree that the exclusive forum for any litigation between them arising out of or related to this Agreement shall be the federal and state district courts of New Mexico, located in Santa Fe County.

20. NOTICE OF PENALTIES

The Procurement Code, NMSA 1978, Section 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

21. NO THIRD-PARTY BENEFICIARIES

This Agreement was not intended to and does not create any rights in any persons not a party hereto.

22. FACSIMILE SIGNATURES

The parties hereto agree that a facsimile signature has the same force and effect as an original for all purposes.

23. NEW MEXICO TORT CLAIMS ACT

No provision of this Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by the County or its “public employees” at common law or under the New Mexico Tort Claims Act, NMSA 1978, § 41-4-1, et seq.

24. INSURANCE

A. General Conditions. The Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.

B. General Liability Insurance, Including Automobile. The Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for the County by the Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. The County of Santa Fe shall be a named additional insured on the policy.

C. Workers’ Compensation Insurance. The Contractor shall comply with the provisions of the Workers’ Compensation Act.

D. Professional Liability [Malpractice/Errors and Omissions Insurance]. The Contractor shall procure and maintain during the life of this agreement professional liability (errors and omissions) insurance, with policy limits of not less than \$1,000,000.00 per occurrence, \$2,000,000.00 per aggregate.

E. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (NMSA 1978, Sections 41-4-1 through 41-4-29, as amended), the Contractor shall increase the maximum limits of any insurance required herein.

25. CONTRACTOR’S REPRESENTATIONS AND WARRANTIES

The Contractor hereby represents and warrants that:

A. This Agreement has been duly authorized by the Contractor, the person executing this Agreement has authority to do so, and, once executed by the Contractor, this Agreement shall constitute a binding obligation of the Contractor.

B. This Agreement and Contractor's obligations hereunder do not conflict with Contractor's corporate agreement or any statement filed with the Public Regulation Commission on Contractor's behalf.

C. Contractor is legally registered and licensed to operate as a business in New Mexico and to do the work anticipated by this Agreement and shall maintain such registration and licensure in good standing throughout the duration of the Agreement.

26. CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Contractor agrees to compute and submit simultaneous with execution of this Agreement a Campaign Contribution Disclosure Form approved by the County.

27. NOTICES

All notices required to be given to the County under this Agreement shall be mailed (pre-postage paid) to:

Santa Fe County: Santa Fe County
102 Grant Avenue
Santa Fe, New Mexico 87504

Contractor: Design Office
1300 Luisa Street Suite 24
Santa Fe, New Mexico 87505

28. NO ORAL MODIFICATIONS; WRITTEN AMENDMENTS REQUIRED

This Agreement may not be modified, altered, changed, or amended orally but, rather, only by an instrument in writing executed by the parties hereto. The Contractor specifically acknowledges and agrees that the County shall not be responsible for any changes to Section 1 (Scope of Services) of this Agreement unless such changes are set forth in a duly executed written amendment to this Agreement.

29. ENTIRE AGREEMENT; INTEGRATION

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this written Agreement. No prior or contemporaneous agreement, covenant or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

30. SURVIVAL

The provisions of following paragraphs shall survive termination of this Contract; INDEMNIFICATION; RECORDS AND INSPECTION; RELEASE, CONFIDENTIALITY, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT; COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW; NO THIRD-PARTY BENEFICIARIES; SURVIVAL.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

SANTA FE COUNTY

Katherine Miller
Katherine Miller
Santa Fe County Manager

5.2.14
Date

APPROVED AS TO FORM

Stephen C. Ross
Stephen C. Ross
Santa Fe County Attorney

3/18/14
Date

FINANCE DEPARTMENT APPROVAL

Teresa C. Martinez
Teresa C. Martinez
Santa Fe County Finance Director

3/24/14
Date

CONTRACTOR

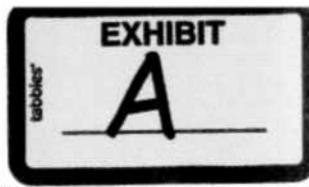
Claudia Meyer Horn
(Signature)

21. March. 2014
Date

Claudia Meyer Horn
(Print Name)

Principal
(Title)

FEDERAL IDENTIFICATION NUMBER: 26 255 7405



SCOPING ASSUMPTIONS

To: Colleen Baker, Santa Fe County
From: Claudia Meyer Horn
Date: February 14, 2014
Project Name: Thornton Ranch Open Space Master Plan
Project No: M098
Subject: Project Scoping Assumptions
Copy To: file

This memorandum summarizes the scoping assumptions used to create the attached fee estimate spreadsheet for site analysis and master planning of the Thornton Ranch Open Space, a 1,904-acre site in the Galisteo Basin, Santa Fe County, New Mexico. The assumptions below are based on the scope provided within RFP# 2014-0095-OS/PL Landscape Architectural Services for the Thornton Ranch Open Space. The level of effort is difficult to determine for many of these tasks, while other potential tasks are not included in the RFP. Final scoping decisions are assumed to be negotiated with Santa Fe County prior to final contract award and project begin. In the event the project is phased, some efforts may be added or revised to provide best service and deliverables needed for Santa Fe County.

Project Start-Up / Site Analysis

A. Project Start-Up / Project Management

- Conduct a team start-up meeting and bi-weekly meetings with the County's project manager; document and distribute meeting records
- Develop and maintain overall project schedule.
- Coordinate with County project manager and Cultural Resource team representatives as needed

B. Site / Context Analysis

- Create GIS / Auto CAD base maps for project, collect and manage data from County, input select data where needed
- Conduct 2-day site visit and meeting with project team
- Develop site analysis map set at the site scale and context scale (for selected maps)

C. Research

- Research analogous precedent open space parks with similar issues; document results
- Review all applicable document and files in the possession of Santa Fe County as related to

Open Space Program Development

A. Program Assessment

- Outline a community input strategy with the County's project manager; develop a contact list for stakeholders / community input
- Conduct stakeholder / user group meetings; organize, conduct, and document meetings.

B. Draft Program

- Identify draft project vision, goals and objectives.
- Develop a draft open space program based on client / stakeholder/ user group desires; review with client and cultural resources team.
- Present draft program and receive input from GBASPAWG

C. Program Report Document

- Prepare a summary document of the proposed open space program with estimate costs per program.



Master Plan

A. Master Plan Alternatives

- Conduct a design charrette with the project team to develop alternative conceptual master plans for the site; review proposed plans with client, cultural resources team, and other limited stakeholders.
- Field verify conceptual plans and make adjustments to plans as needed.
- Prepare presentation illustrative plans of alternatives, complete with program listing and estimates of probable costs for program elements.
- Review proposed alternatives with GBASPAWG.

B. Stakeholder Forums

- Conduct stakeholder / user group meetings to review proposed master plan alternatives; organize, conduct, and document meetings.

C. Draft Master Plan

- Conduct team charrette to revise plans per suggestions, refine the site master plan, and look at phasing options for implementation; review proposed plans with client and cultural resources team.
- Prepare illustrative plans illustrating proposed site master plan, including phasing, illustrative renderings, signage and wayfinding master plan, cost estimates per phase (capital improvement plus O+M costs).

D. Community Forum – Proposed Master plan

- Prepare, advertise, and conduct an open community forum for the general public to provide input and comment on the proposed site program and master plan for the open space area; document public comments in a meeting record.

E. Master Plan Report Document

- Prepare a summary report of the program and master plan, including all elements of the process leading to the final plan.

Approvals

A. Public Agency Presentations

- Present status updates and presentations of the plan to public agencies (e.g. COLTPAC, GBASPAWG, State Tourism) for public input, public awareness, and potential funding.

B. Approvals

- Present the master plan to the Santa Fe County Technical Review Team to resolve issues in complying with the Santa Fe County Land Development Code.
- Prepare documents and participate in hearings for plan approval by the Board of County Commissioners.

Firm	Team Member	Role	Design Office			Santa Fe Conservation Trust			Ecotone			AOS		
			Garland Tustin PR	Barack Simcik Designer	Intern GIS Admin	Charlene O'Leary	Jarr-William Janssens	Jamie Blusser Architect	Chico Hanna Project Manager					
		Hourly Rates	\$115	\$75	\$45	\$95	\$80	\$125	\$95					

MASTER PLAN

1. Project Start-Up, Project Management and Site Analysis 2.5-3 months

Task	Person	Hours	Rate	Total
A. Project Start-Up / Project Management	Team start up meeting	2	32	64
	Bi-weekly meetings w/ Project Team (2/mo for 9 mos.)	36	4	144
	Develop roles, responsibilities; maintain overall schedule	4	8	32
	Project Coordination with Project Manager	4	8	32
	Project Coordination with Cultural Resources Team	4	8	32
	Fiscal project management	4	8	32
	Site and context analysis	2	16	32
	Create base maps for project	8	16	128
	GIS/AutoCAD data base	12	16	192
	Collect / manage data from County	4	8	32
B. Site and context analysis	GPS site data input / management	4	4	16
	Review applicable codes + requirements	16	16	256
	Conduct 2-day site visit + meeting w/ project team	16	16	256
	Site Analysis Map Set (site level / basin level)	1	4	4
	Topography / Slope Analysis	1	4	4
	Hydrology / Drainageways / Water	1	4	4
	Geology / Soils	1	4	4
	Views / Viewsheds	1	4	4
	Land use / ownership / easements	1	4	4
	Infrastructure and utility network	1	4	4
C. Research	Road network / access / bike-ped-horse connectivity	1	4	4
	History	1	4	4
	Archaeological based on County provided material	1	4	4
	Ecology (Landscape / Wildlife)	1	4	4
	Context Map (w/ pedbike connectivity)	1	4	4
	Photographic inventory	1	4	4
	Summary Site Analysis / Opportunities + Constraints map	2	2	4
	Presentations/Meeting w/ GBASPAWGS	2	2	4
	Research	8	8	64
	Presented Studies / summary	4	4	16
National Park Service	4	4	16	
Literature survey / Photo studies	4	4	16	

Phase	Subtotal hours	Subtotal fees by person
Phase subtotal hours	108	\$12,420
Subtotal fees by person		\$12,420

2. Program Assessment 2-3 months

Task	Person	Hours	Rate	Total
A. Program Assessment	Community Feedback	4	4	16
	Identify Stakeholders	4	4	16
	Outline strategy / objectives for user group meetings	2	2	8
	Stakeholder / User Group Meetings	2	2	8
	Mountain Bike Group	2	2	8
	Equestrians	2	2	8
	Hikers	2	2	8
	Archaeologists	2	2	8
	Educators	2	2	8
	Educators / Educational Institutions	2	2	8
B. Draft Program	Adjacent Communities	2	2	8
	Public Agency Meetings	2	2	8
	County Staff / Maintenance / Economic Development	2	2	8
	Native American Communities (assumed to be in CRT scope)	2	2	8
	Draft Open Space Program	8	8	64
	Project vision + goals	6	6	48
	Program elements (w/ relative costs)	8	8	64
	Management scenarios	8	8	64
	Working session with Cultural Resources team	4	4	32
	Review/Meet Meeting w/ GBASPAWGS	2	2	8
C. Program Report Document	Program Report Document	8	8	64
	Prepare summary of program	8	8	64
	Open Space Program	8	8	64
	Cost Estimate - program phase	8	8	64

