

# MEMORANDUM

TO: Town Council  
FROM: Bill Bruce  
DATE: March 31, 2020  
RE: PARTF Application Approval

Attached to this memo are the Whitaker property site plan and project costs table for the Town's PARTF application. The site plan is nearly identical to the concept drawing reviewed and publicized during the Parks and Recreation Master Plan process, which received extensive public input. Additionally, the Town has sought input through a survey distributed widely to the public and to targeted interest groups and has received over 100 generally positive responses.

The elements to be included in the PARTF application match the elements identified in the Town's adopted CIP, including site preparation, parking and entrance road, restroom building, picnic shelter and playground, walking trails, and two lighted multi-purpose fields. Estimated project costs have been further refined and now include required contingencies and professional design and management services. The total estimated project cost is \$1,953,505.

Based on advice from our consultant, staff recommends a PARTF grant request of \$450,000, though the maximum amount we can request is \$500,000. It is our understanding that the Parks and Recreation Authority typically limits awards of the full amount (\$500,000) which tend to be more competitive than partial requests. Additionally, a slightly lower request increases our local match ratio.

The elements to be included in our PARTF application have been endorsed by the Parks and Recreation Advisory Board and were recommended for approval at the Board's meeting last Friday.

**Strategic Plan reference:** The Recreation Focus Area includes strategies to address the Town's active and passive recreation needs, including facilities for active organized youth and adult sports, and passive parkland for areas for walking, exercising, play, community gathering, and open space.

**Requested action:** Approve the Whitaker property site plan and project cost table, including proposed \$450,000 matching funds request, for submittal to PARTF.

## Project Costs

- **Project costs submitted in the application will become the budget for the project.** List all proposed project elements and the estimated cost of each element. All elements included in the project costs must be shown on the site plan, except for items such as grading, utilities, and planning. Round project costs to the dollar.
- **Accurate Cost Figures are Important:** If the actual costs are more than those listed in the application, the local government will need to use its own funds to cover the difference.

### Costs to Build or Renovate Facilities

- **How to be More Accurate:** Get cost figures from contractors, landscape architects, or planners who develop parks and recreational facilities.
- **Consider the impact of inflation.** Assume the project may be completed three years after the grantee signs a contract with the state.
- **Be Specific:** Include specific units (sizes, numbers, lengths, etc.) for each element in the project costs. Include dimensions or square footage of all indoor or sheltered facilities. Also, include utilities and other infrastructure.
- **Contingency:** A contingency amount of five percent of the total cost to build or renovate a project (up to \$50,000, whichever is less) may be included.
- **ADA Accessible Routes:** Be sure to include accessible routes and ADA signs in your project costs.
- **Ineligible Items:** Sports equipment (balls, bats etc.), tools, maintenance equipment, office equipment and indoor furniture are not eligible. All items must be permanently secured. Exception: items that are typically portable, such as soccer goals, picnic tables and bleachers, must remain at the project site.

### Costs to Acquire Land

- **Value of the Land:** Use an appraisal completed using the Universal Standard of Professional Appraisal Practices (USPAP) or the assessed property tax value for the land that you are planning to buy or that will be donated to the local government (page 17). A USPAP appraisal, which is more accurate, is required for the local government to receive PARTF grant funds.
- **Bargain Sale:** If the landowner is willing to see property for less than the appraised value, the difference is a donation. The appraised value of the land should be included in the Project Costs. Contact your regional consultant if your project includes a bargain sale.

### Planning and Incidental Costs

- **Planning Costs:** For projects to build or renovate facilities, the following costs are eligible: architectural and engineering fees, site plans, design and construction drawings, construction management, and preparing project costs. Park master plans and system-wide plans are not eligible for reimbursement.
- **Land Acquisition Costs:** Appraisals, title searches, surveys, and attorneys' fees can be included as incidental costs.
- **Limit on Planning and Incidental Land Acquisition Costs:** The sum of planning costs, incidental land acquisition costs and the cost of preparing an application cannot exceed 20 percent of the total cost of the project or \$200,000, whichever is less.

### Eligible Planning or Incidental Costs

- These costs are eligible if they are incurred after May 1, 2018 (two years before the application deadline) and before the end date for the PARTF contract. Remember to include these costs in the Project Costs for the project and to keep copies of the invoices to submit for reimbursement.

## **Project Costs *(continued)***

Use the format below to show the costs of the project. As in the sample below, include the title of the project, the name of the local government and the date the document was prepared.

**Project Costs**  
**DRAFT\_Whitaker property - Town of Oak Ridge**  
**March 2020**

<b>Project Elements (Include specific units - sizes, numbers, lengths, etc. - for each item.)</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total Item Cost</b>
<b>Building and/or Renovating Costs</b>			
8' Wide Asphalt Paved Multi-Use Trail	7,200 linear ft.	\$40 / linear foot	\$288,000
6' Wide Concrete Sidewalk	1,065 linear ft.	\$35 / linear foot	\$37,275
25'x25' Picnic Shelter	Each	\$75,000	\$75,000
Playground	Lump Sum	\$120,000	\$120,000
2 – Lighted Multi-Purpose Fields	Each	\$200,000	\$400,000
Restroom Building	Lump Sum	\$250,000	\$250,000
Parking and Entrance Road	6,395 Sq. Yard	\$35 / Sq. Yard	\$223,825
Site Preparation (clearing, grading, and erosion control)	Lump Sum	\$304,600	\$304,600
<b>Cost to Build or Renovate</b>			<b>\$1,698,700</b>
<b>Contingency for the Cost of Building / Renovating</b>			
Contingency (not to exceed 5% of the cost to build or renovate)	5%		\$84,935
<b>Planning and Construction Administration</b>			
Construction management, site planning, preliminary design, survey, or the cost of preparing the application (not to exceed 20% of the cost of the project)	10%		\$169,870
<b>Total Project Cost</b>			<b>\$1,953,505</b>
<b>Total PARTF Grant Request</b>			<b>\$450,000</b>
<b>Total Local Match</b>			<b>\$1,503,505</b>