PARK PLANNING, RENOVATION AND DEVELOPMENT

The purpose of this section is to describe the process of and responsibilities for park and recreation facility planning, renovation and development.

1. To serve citizens to the maximum extent possible and in keeping with Investment Guideline 10 (Parks and recreation facilities owned/managed by Spartanburg County will be multi-purpose, featuring both active and passive recreation), SCPD will strive to incorporate into its parks and recreation facilities features and assets that are attractive to citizens of all ages and abilities.

2. The features and assets chosen will be driven by expressed citizen interests, balanced against appropriate space within the park and the availability of adequate funding to construct or install the feature or asset. While facilities for team sports will continue to be a feature of most parks, there is no reason these same parks cannot host facilities that appeal to a wide range of individuals, groups, ages and abilities. The notion of a multi-use, or multi-generation park is a mainstream idea, particularly in the case of community parks, which are typically smaller than 25 acres.

3. Multi-use/multi-generation parks might include multi-purpose fields, paved or natural-surface fitness trails, outdoor fitness equipment, disc golf courses, playgrounds, picnic shelters of varying sizes, benches, shade, community gardens, sports courts, parking lots, gates/other security equipment and easy-to-maintain restrooms, as well as natural areas.

SMALL-SCALE RENOVATION PROJECTS

1. On an annual basis, the SCPD requests funds for small renovation projects in its proposed Operating Budget. These funds are requested in one year and expended in the same year.

2. Small-scale renovation projects may be undertaken because of facility deterioration, revised laws and regulations or the need for general improvements.

3. Funds will be requested by the SCPD and appropriated by County Council, within the Operating Budget for such renovations.

4. Once the Operating Budget is adopted by County Council, the SCPD is empowered to proceed with small-scale park renovations. Small-scale park renovations typically include landscaping, painting, the purchase and installation of amenities, such as picnic tables, benches, etc., and improvements to various systems, including storm water control, irrigation, security, etc. These improvements are performed by the Park Maintenance Team or provided through contractors hired by the SCPD, under the procedures outlined by the Spartanburg County Purchasing Ordinance.

LARGE-SCALE RENOVATION PROJECTS
1. Large-scale park renovations, involving significant work by outside contractors, are funded in the CIP, normally in a two-step process. Ideally, the preliminary design, County Council approval of the preliminary design and development of construction documents are funded in a given fiscal year and are concluded prior to the development of the CIP budget for the next fiscal year. After the construction documents are completed and an accurate cost estimate of the project is obtained, funds for the construction renovation can be requested in the year following completion of the construction documents. In this way, the construction appropriation request can be based on a more accurate estimate of the construction cost and there is time to make adjustments to the project scope (to reduce the cost) or to request adequate funds to support the project.

2. However, this two-step process is not always practical or desirable. In that case, the funding of design and construction may occur within the same fiscal year. In such cases, after funding is approved, the assigned SCPD project manager:
   a. Obtains a survey of the property in question
   b. Conducts one or more community meetings to gather ideas from citizens
   c. Develops a preliminary plan for the project. Depending on the nature of the project, the preliminary plan may be developed by the project manager or the project manager may work with the Purchasing Department, to choose the least-costly bid from a qualified engineer to prepare a preliminary plan.
   d. Conducts a community meeting to share the preliminary design with citizens and receive comments/suggestions. If feasible, suggestions received will be incorporated into the preliminary plan.
   e. Requests County Council approval of the preliminary plan
   f. Assuming County Council approves the preliminary plan, the project manager, working with the Purchasing Department, chooses the least-costly bid from a qualified engineering firm to prepare construction documents of sufficient detail so that the Purchasing Department can seek bids for construction of the renovation project.
   g. Depending on the projected cost, it may be necessary to request more funds from County Council to build the project or to ask Council to reduce the scope of the project. Upon County Council approval of the requested change, the assigned SCPD project manager, working with the Purchasing Department, chooses the least-costly qualified construction company to complete the renovation.
   h. Once a construction company is chosen and the contract signed, an initial Construction Meeting is held. (Subsequent construction meetings are held on a schedule determined by the project manager.) At the initial meeting and throughout the project, the SCPD project manager works with the contractor to identify improvements and value engineering that will reduce the cost of the project or provide more value for the available construction funds. Any revisions to the initial scope are documented in change orders initiated by the contractor.
and submitted to the Purchasing Department by the project manager. No work can proceed on the revised approach until the change order is approved.

i. Once Substantial Completion has been reached, the project manager inspects the project to develop a punch list for the contractor. The contractor’s final draw will not be paid until all punch list items have been resolved.

j. Once the project is ready to open to the public, a dedication ceremony will be held to recognize Council members who were in office during the period between the funding of the project and its completion. A plaque recognizing the Council members will be mounted in an appropriate place.

**Planning of New Parks and Recreation Facilities**

1. As a way to maximize county resources, collaborative efforts are a great way to expand parks and recreation facilities. In recent years, new developments have been motivated by partnerships between the SCPD and other organizations. In those instances, the Parks and Recreation Director begins the process by making a proposal and seeking approval, from the County Administrator, Deputy County Administrator or County Council, as appropriate, to pursue the opportunity.

2. If the opportunity involves a legal agreement, such as joint use of a facility owned by another public or private entity, the Parks and Recreation Director cooperates with the County Attorney’s Office to draft the agreement. The County Administrator briefs the County Council on the proposed agreement and receives its approval to sign the agreement.

3. If the opportunity involves the development of a new facility, including the purchase of land, the process begins with a proposal, written by the Parks and Recreation Director, to seek approval to pursue development of the facility. Because of the cost implications, the County Council must approve such proposals. Assuming approval is given, the SCPD project manager assigned to the project will engage professional services to determine whether the purchase involves any risk for the County. The services sought may include a survey, title searches, appraisal, environmental testing, structural testing and preliminary cost estimating.

4. This information will be presented to County Council in a formal recommendation, normally within the context of discussions on the Capital Improvement Plan, so that decisions on funding for the project also can be made.

5. If the County Council approves the purchase and development of the property, the County Attorney's Office negotiates the purchase of property and prepares necessary legal documents for signature by the County Administrator.

6. Once funding for the project is approved in the CIP, an SCPD project manager will be assigned to the project and development of the project will proceed in the same manner as described in the section Large Scale Renovation Projects above.
**Disposal of Park Facilities**

1. If the SCPD identifies a publicly owned property that is surplus to the community's needs or that cannot be properly maintained, the SCPD may recommend alternatives, including making agreements with private groups to maintain the property or to dispose of the property. The process begins with a proposal, written by the Parks and Recreation Director, to seek approval to pursue disposal of the facility. The County Council must approve such proposals.

2. If the opportunity involves a legal agreement, such as working with a private entity to maintain the property, the Parks and Recreation Director cooperates with the County Attorney's Office to draft the agreement. The County Administrator briefs the County Council on the proposed agreement and receives its approval to sign the agreement.

3. If the County Council approves the disposal of park property, the sale of the property is processed is coordinated through the County Purchasing Department, in accordance with the County Purchasing Ordinance.

**Responsibilities of Project Managers**

The Parks and Recreation Director or Senior Project Manager will assign a project manager to every project. Responsibilities of the project manager include but are not limited to:

1. Meeting with citizen groups to gather information needed to prepare preliminary plans

2. Meeting with neighbors of planned parks or park improvements to discuss the planned projects with the intent of mitigating negative impacts on private property by the park and park customers while also avoiding encroachments of private uses onto park property

3. Developing preliminary plans or providing oversight to engineering firms hired to develop preliminary plans

4. Requesting approval of preliminary plans from County Council

5. Working with the Purchasing Department and/or County Attorney's Office to seek proposals for professional services and construction

6. Ensuring that the design of facilities meets applicable Federal, State and local laws, codes and regulations

7. Establishing a professional relationship with the representatives of contractors and developing clear understandings with respect to:
   
   a. The rights, obligations and responsibilities of both parties
   
   b. Communication channels between the SCPD and the contractor, designating specific personnel by name, title, responsibility, address and telephone/fax numbers, and email addresses
c. Major milestones

d. Administrative and technical requirements for reporting work progress

e. Administrative requirements for reporting expenses and procedures for progress payments or other financial arrangements

f. Applicable laws and regulations governing performance under the contract, required inspections by technical experts or enforcement personnel prior to acceptance of the contract deliverables

g. Administrative and technical procedures for inspecting and accepting contract deliverables

h. Administrative procedures for authorizing modifications to the contract

8. Directing the flow of information from the SCPD to the contractor

9. Establishing and monitoring compliance with cost controls; ensuring the timely submittal of all progress and cost status reports; reviewing all contractor requests for payment

10. Enforcing the terms of the contract

11. Alerting the Parks and Recreation Director of unresolved issues in contract performance

12. Ensuring that all quality control procedures (i.e., tests and inspections) are completed and documented soon after the receipt of each contract deliverable

13. Preparing progress reports for the Parks and Recreation Director for submittal to County Council

14. Managing the process of amending the contract or requesting a change order

15. Closing out or terminating contracts

16. Maintaining detailed project management files