



# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

**PREPARATION DATE:** September 27, 2018  
**MEETING DATE:** October 1, 2018

**SUBMITTING DEPARTMENT:** Parks and Recreation  
**DEPARTMENT DIRECTOR:** Steve Ashworth  
**PRESENTER:** Steve Ashworth

**SUBJECT:** Contract for Professional Services, Karns Meadow Environmental Assessment

#### STATEMENT/PURPOSE

Over the past few years several discussions have taken place regarding improvements at Karns Meadow Park. Most recently, a pre-application conditional use permit was submitted for pathway development around the perimeter. The purpose of the contract is for the town to complete a comprehensive environmental assessment for all allowed uses at the site.

#### BACKGROUND/ALTERNATIVES

A formal request for qualifications was solicited, from which three responses were received. The interested consultants were EcoConnect Consulting, Y2 Consultants, and Biota Consultants. A three-member team reviewed the submittals and have selected EcoConnect Consulting for the project. Staff has met with EcoConnect Consulting to identify the scope of services from which the attached proposal was developed.

#### ATTACHMENTS

EcoConnect Consulting EA Proposal  
Draft Contract

#### FISCAL IMPACT

The contract cost for services is a not to exceed \$29,155. The Town of Jackson will be reimbursed for the project up to \$35,000 by the Jackson Hole Land Trust.

#### STAFF IMPACT

The Parks and Recreation Director, Town Manager, and Joint Pathways Manager will facilitate the project.

#### LEGAL REVIEW

Audrey Cohen-Davis

#### RECOMMENDATION

Staff recommends approval of the Contract Agreement between the Town of Jackson and EcoConnect Consulting for the Karns Meadow Park Environmental Assessment, in the amount not to exceed \$29,155.

#### SUGGESTED MOTION

I move to approve the Contract Agreement between the Town of Jackson and EcoConnect Consulting for the Karns Meadow Park Environmental Assessment, in the amount not to exceed \$29,155.

**To:** Steve Ashworth, Teton County/ Jackson Parks and Recreation Director

**From:** Megan Smith, Owner/ Wildlife Ecologist, EcoConnect Consulting LLC

**Date:** September 25, 2018

**Via Email:** From megan@ecoconnectjh.com

**Re:** Karns Meadow Environmental Analysis Project Scope of Services and Cost Proposal

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The following cost proposal is for the Karns Meadow Environmental Analysis project. The project components proposed here were outlined in Teton County/ Jackson Parks and Recreation's July 2018 Request for Qualifications for Environmental Consultant (RFQ) as well as in a September 12, 2018 Scoping Meeting with both the Town of Jackson and EcoConnect Consulting project teams.

The project cost proposal is roughly organized into phases as outlined in the project RFQ and further refined at the scoping meeting. Completed services will be invoiced on a monthly basis for services completed with the total project cost proposal as a not to exceed amount. Proposed timeline is listed below by phase but will be contingent on timely responses by and scheduling of Town of Jackson's personnel as well as EcoConnect Consulting's project team. Therefore, the proposed timeline dates are not firm deliverable dates. EcoConnect Consulting will confirm with Steve Ashworth, Town of Jackson project lead, at the end of each phase to agree upon a firm deadline for the next deliverables. Additional service items requested and not included in this proposal will be agreed upon in writing and billed on a time and materials basis. Total not to exceed cost proposal for the project is \$29,155.00.

The project area is Karns Meadow formally identified as Karns Meadow Tracts 1-6, owned by the Town of Jackson and encumbered by conservation easements held by the Jackson Hole Land Trust. The total project area consists of approximately 41.5 acres.

### **Phase 1 – Inventory – Completed by November 30, 2018**

The inventory phase is the primary data collection phase of the project and includes the following components:

- Conservation Easement Assessment
- Habitat Inventory per Town of Jackson Land Development Regulation guidelines
- Aquatic Resources Inventory (Wetland Delineation) prepared according to the US Army Corps of Engineers guidelines for submission to the Town of Jackson.
- Archeological Class III intensive pedestrian survey to meet the requirements of Section 106 of the National Historic Preservation Act. In addition to the pedestrian survey limited shovel testing will be conducted in the western portion of project area where there is a higher probability of buried archaeological deposits. The survey report will follow Wyoming SHPO standards and include recommendations for any ground disturbing activities on the site. If sites are detected an initial assessment of their eligibility to the National Register of Historic Places will be provided along with a Wyoming site form.
- Project Team Meeting – Meeting with Town of Jackson project team to discuss findings and proposed development components.

Deliverables: Inventory documentation will be incorporated into the final Environmental Analysis document. Summary information of inventories will be provided for Project Team Meeting.

## **Phase 2 – Development Impact Assessment - Estimated by December 15, 2018**

The development impact assessment will analyze potential development as allowed by the conservation easements and detailed/ refined as needed in Phase 1 project team meeting. A project team meeting to consider potential alternative scenarios may be included.

Deliverables: Development impact assessment and potential project team meeting.

## **Phase 3 – Alternatives Analysis and Conference - Estimated by January 15, 2018**

The alternatives analysis phase includes an analysis of alternative development scenarios as well as a conference with Town of Jackson planning staff and project team pursuant to Town of Jackson Land Development Regulations 8.2.2. *Environmental Analysis Procedures*.

Deliverables: Alternatives analysis and conference with Town of Jackson Planning Staff.

## **Phase 4 – Final Environmental Analysis Document - Estimated by February 15, 2018**

The final environmental analysis document includes the above listed components as well as a Habitat Enhancement/ Mitigation Plan pursuant to Town of Jackson Land Development Regulations 5.2.1.E. *Impacting the NRO*.

Deliverables: Final Environmental Analysis Document inclusive of materials from Phase 1-3.

## **Phase 5 – Public Presentations - Estimated by March 15, 2018**

Two public presentations of the completed project to the Park and Recreation Board and Town of Jackson Council will be given as scheduled by the Town of Jackson project lead.

Deliverables: Two public presentations and presentation materials.

## **Additional Services**

Service items not contained within this cost proposal but that may arise from this project could include:

- Archeological
  - Further subsurface testing beyond initial shovel tests
  - If artifacts are found in the shovel test units, additional cost will be negotiated for curation of the materials. Curation costs are unknown until artifacts are found.
  - Assistance in writing NEPA documents
- Wetland Permitting
  - Facilitation of compliance with Section 404 (nationwide) of the Clean Water Act as it relates to permitting with the US Army Corps of Engineers (USACE) and full compliance with any associated State or municipal regulations

Additional services such as those listed above or others as they may arise will be requested in writing by the Town of Jackson and will be billed based the rates quoted in EcoConnect Consulting's Request for Qualifications proposal dated July 27, 2018 and on negotiated costs (e.g. curated materials).