



FAIRFAX COUNTY PARK AUTHORITY



M E M O R A N D U M

TO: Chairman and Members
Park Authority Board

VIA: Kirk W. Kincannon, Executive Director

FROM: Todd Brown, Director
Park Operations Division

DATE: October 18, 2018

Agenda

Park Operations Committee
Wednesday, October 24, 2018 – 6:20 p.m.
Boardroom – Herrity Building
Chairman: Linwood Gorham
Vice Chair: Michael Thompson
Members: Kiel Stone, Timothy Hackman, Faisal Khan

1. Bruin Park – Mastenbrook Volunteer Matching Fund Grant Request – Herndon Environmental Network – Action*
2. Pine Ridge Park – Mastenbrook Volunteer Matching Fund Grant Request – Braddock Road Youth Club – Action*
3. Frying Pan Farm Park - Mastenbrook Volunteer Matching Fund Grant Request – Spirit Open Equestrian – Action*

*Enclosures



If accommodations and/or alternative formats are needed, please call (703) 324-8563. TTY (703) 803-3354

Board Agenda Item
November 14, 2018

ACTION

Bruin Park – Mastenbrook Volunteer Matching Fund Grant Program Request – Herndon Environmental Network (Dranesville District)

ISSUE:

Approval of a Mastenbrook Volunteer Matching Fund Grant Program request from Herndon Environmental Network in the amount of \$20,000 for the development of community garden plots at Bruin Park.

RECOMMENDATION:

The Park Authority Director recommends approval of the Mastenbrook Volunteer Matching Fund Grant Program request from Herndon Environmental Network in the amount of \$20,000 for the development of community garden plots at Bruin Park.

TIMING:

Board action is requested on November 14, 2018, in order to award the grant.

BACKGROUND:

In January 2014, the Master Plan for Bruin Park was amended to allow for community garden plots. In April 2017, a Memorandum of Agreement was entered into between the Herndon Environmental Network (HEN), Town of Herndon (owner of Bruin Park), and the Park Authority (maintains Bruin Park), that authorized HEN to develop, manage and maintain community garden plots at Bruin Park. HEN is now requesting funding to assist with the development of the garden plots on the west side of the tennis courts at Bruin Park (Attachment 1). The community garden plot project will consist of 40 plots, fencing to protect the plots, and ADA compliant trails. The improvements are all being built to Park Authority standards.

HEN is requesting \$20,000 from the Mastenbrook Volunteer Matching Fund Grants Program to help fund the completion of the project (Attachment 2). If approved, the \$20,000 from the Mastenbrook Volunteer Matching Fund Grants Program, along with a \$7,966.06 contribution in the form of cash and \$14,530.16 in the form of in-kind donations from HEN, will provide the funds sufficient to complete the project. The total project budget is \$42,496.22.

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HEN is non-profit organization, established in 2012, who serves the community by bringing awareness of the environment through education, initiatives and advocacy in the Herndon area.

The Park Authority Board Member for the Dranesville District supports approval of the Grant request. Staff from the Park Operations and Resource Management Divisions will manage the project, which is scheduled to be completed by the spring of 2019. Matching funds are available to complete this project.

FISCAL IMPACT:

The estimated total project cost is \$42,496.22. Funds are currently available in the amount of \$20,000 in WBS PR-000078, Park Renovations and Upgrades - 2016, in Fund 300-C30040, Park Bond Construction Fund; and \$22,496.22 from HEN, resulting in the total available funding of \$42,496.22. Operational expenses will be managed by HEN.

Contingent on the approval of this project, the remaining balance in the Mastenbrook Volunteer Matching Fund Grant Program will be \$188,944.95.

ENCLOSED DOCUMENTS:

Attachment 1: Aerial Showing Grant Project Area at Bruin Park

Attachment 2: Mastenbrook Volunteer Matching Fund Grant Program Request –
Herndon Environmental Network

STAFF:

Kirk W. Kincannon, Executive Director

Sara Baldwin, Deputy Director/COO

Aimee L. Vosper, Deputy Director/CBD

Todd Brown, Director, Park Operations Division

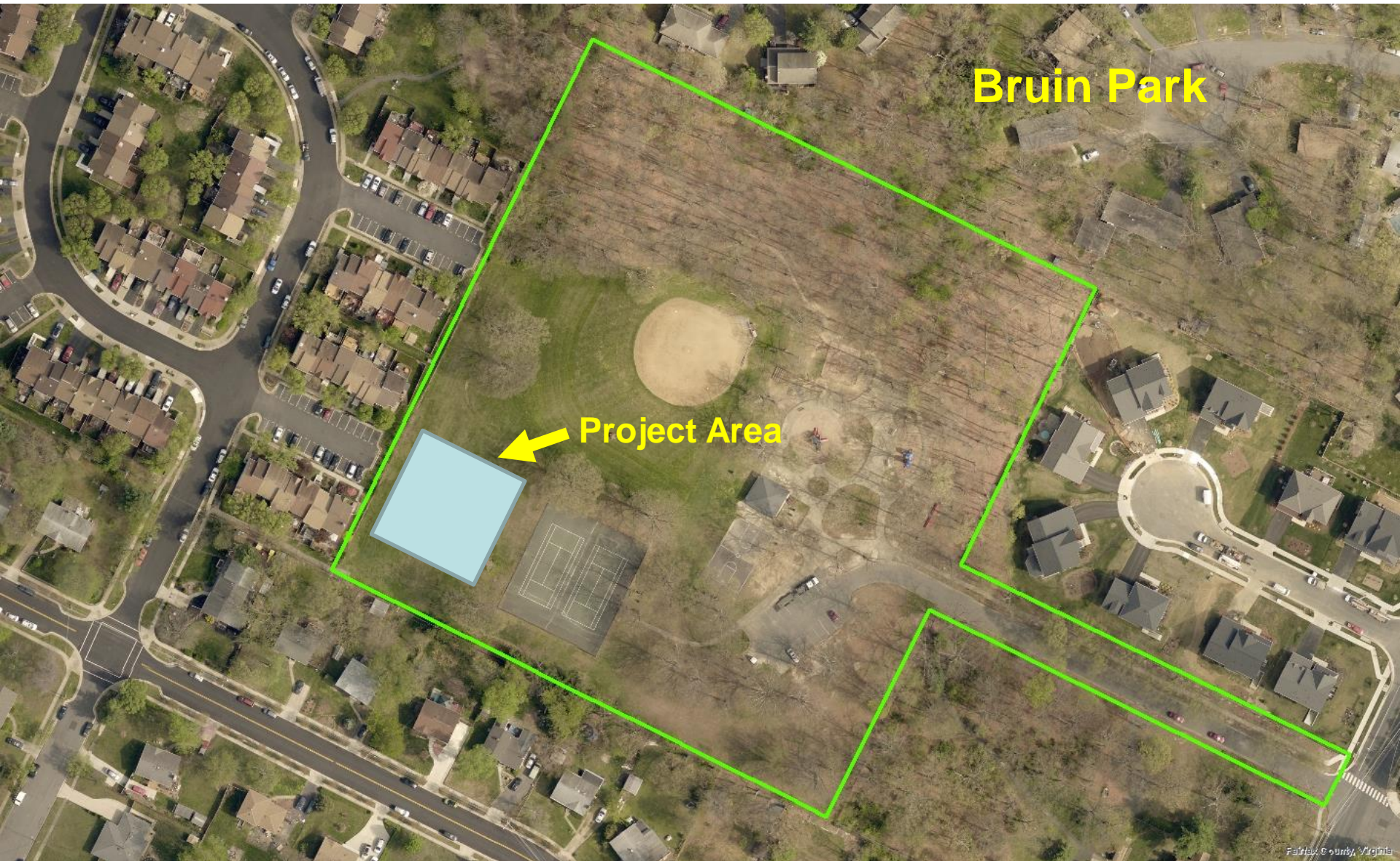
Barbara Nugent, Director, Resource Management Division

Dan Sutherland, Manager, Park Management Branch, Park Operations Division

Mary Olien, Manager, Operations Branch, Resource Management Division

Janet Burns, Senior Fiscal Manager

Michael P. Baird, Manager, Capital and Fiscal Services



Bruin Park

Project Area



Mastenbrook Volunteer Matching Fund Grants Program Application Form

PLEASE PRINT. Please provide all information requested. You may attach additional sheets and/or materials to support your request.

1. Grantee Information

Name of Individual or Organization: HERNDON ENVIRONMENTAL NETWORK

Contact Person: Cristina Lewandowski

Mailing Address: 13500 Martha Jefferson Pl, Herndon, VA 20171

Phone: () 703.467.0188

Fax: () n/a

2. Project

Title: Community Garden at Bruin Park, Herndon, VA

3. Funding Requested

Amount \$ 20,000

(Applicant may request more than one project per fiscal year, the combined total not to exceed \$20,000.)

4. Project Description

Provide a description of your project. (Attach drawings or specification of *materials*/proposed for purchase. If *educational materials* are proposed, provide a mock up or example of how the product will look, how it will be posted or distributed, and an example of the content. Provide a detailed map and other visual materials, site plan, drawings, photos, cross sections or a mock up of your project and what the finished product will look like.) Provide as much detail as you can to help evaluators clearly understand your project.

See "HEN Mastenbrook Grant - Attachment"

5. Public Benefits

Explain why your project is important and why it is needed? Who are the intended users? How will the public benefit? How many and what different types of users do you expect? How does this project provide new recreational opportunities for the intended users? Does your project solve a problem or provide important missing services? If your project provides for people with disabilities, in what way?

See "HEN Mastenbrook Grant - Attachment"

6. Sponsor Commitment

What experience do you or the organization have in accomplishing similar projects? Who will be responsible for organizing and assigning the work to insure successful project completion? You will need to document all project expenditures. What is your plan for documenting the work (photographs, video, written documentation, etc.)? What is your plan, if any, for long-term maintenance of your project after it is completed?

See "HEN Mastenbrook Grant - Attachment"

7. Proposed Budget

You will need to provide a detailed and complete budget. Provide enough detail for evaluators to understand exactly what grant funds will be used for, how you arrived at the prices for services, labor, materials, equipment, etc., and the same level of detail about the amount and source of matching funds.

See "HEN Mastenbrook Grant - Budget"

The Park Authority prefers to reimburse grantees after the work is completed. Please check one of the following:

- We understand payment by the Park Authority will occur after we complete the project.
- We must have Park Authority grant funds prior to beginning the project.



Signature

4/8/2018

Date

Herndon Environmental Network (HEN)

Mastenbrook Grant Application - Attachment

4. Project Description

The project is to institute the Community Garden at Bruin Park in Herndon, Virginia.

- Fairfax County Park Authority (FCPA) and the Town of Herndon (TOH) have approved this project.
- The FCPA Master Plan for Bruin Park has been amended to allow for the Community Garden. <https://www.fairfaxcounty.gov/sites/parks/files/Assets/documents/plandev/master-plans/Bruin-Park-2014.pdf>
- The Memorandum of Understanding (MOU) between HEN, TOH, and FCPA, has been signed.
- The total budget for the project is estimated at \$42,729. HEN has raised \$20,000 towards this project.

5. Public Benefits

Establishing a Community Garden at Bruin Park is important as it will provide benefits to a diverse group of users (community gardeners, park visitors, nearby residents, food pantry clients).

- Despite growing demand for community garden plots in the County, FCPA is unable to take on any additional gardens because of personnel and budget limitations. HEN is providing a service that would not otherwise be available to the community and is relieving the County of the burden to provide a garden in the Herndon area.
- HEN is the first community organization that has entered into a private-public partnership with FCPA to provide a community garden. The completion of this project would prove that this model can be successful and provide a model for other partnerships of this kind.
- The Community Garden will increase access to affordable, healthy food for residents, and will create an opportunity to engage residents in taking a hands-on approach in improving their community. The garden will help to engage residents in physical activity through garden plot maintenance. The garden will serve as a way for residents to grow their own food and to interact with both the land and their neighbors.
- The Community Garden will provide opportunities for informal gatherings that help build a sense of community and pride. The Community Garden will increase safety by providing more eyes on the area.
- The Community Garden will become a catalyst for neighborhood engagement. Residents who live adjacent to the Community Garden will have an opportunity to witness various food growing techniques and to implement these techniques in their own home gardens.
- Once the garden is operational, HEN will work with local food pantries in order to supply them with fresh produce that will enhance the canned and highly processed foods generally provided by food pantries. The model provided by The Gardeners' Share (associated with Share of McLean) is a highly desirable one and HEN is committed on implementing this model at the

Bruin Park Community Garden <http://www.shareofmclean.org/how-you-can-help/volunteer-time/>

- Future collaborations with organizations such as the Herndon Neighborhood Resource Center (<https://www.cornerstonesva.org/services/community-resource-centers/herndon-neighborhood-resource-center/>), Food for Neighbors (<http://www.foodforneighbors.org/>), A Simple Gesture (<http://www.coolgreenbag.org/>), FAITH (<https://faithus.org/>) offer opportunities for developing successful programs that will incorporate the triple-bottom line goal of sustainability - to provide benefits that combine the environment, economic development, and social equity.

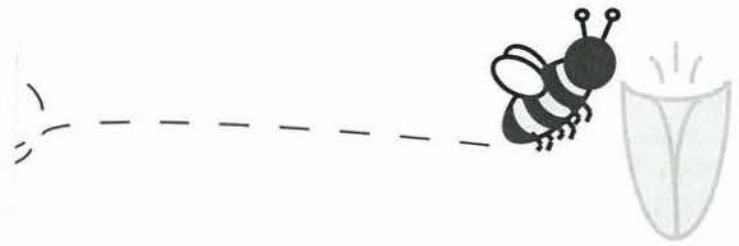
6. Sponsor Commitment

Prior to undertaking the Community Garden project, HEN organized several community initiatives, including:

- **The Battle of the Bottles:** a multi-year campaign that drew together residential neighborhoods in a competition to increase recycling rates in Herndon; hundreds of people and two commercial firms were involved
- **Hens for Herndon:** a campaign that canvassed Herndon residents and marshaled support, resulting in a town ordinance change that allows backyard chickens
- **e-Cycling:** a series of electronic recycling events in the community, gaining sponsorship from a local homeowners' association and reclaiming hundreds of electronic items for responsible disposal
- **Habitat Heroes:** convening volunteers on a regular basis to remove trash and invasive plants from Stanton Park in Herndon
- **Environmental Film Series:** HEN is sponsoring an annual film series at the Herndon Community Center; the film series presented 2 environmental films each year since the series' inception in 2013

As far as the Community Garden project is concerned:

- HEN has formed a planning committee to establish this garden. The committee is holding public monthly meetings at the Herndon Fortnightly Library. The team includes volunteers (including master gardeners) who are committed to seeing this project to fruition.
- HEN will document the project via photographs, a website, and social media (Facebook: <https://www.facebook.com/BruinParkCommunityGarden/>).
- HEN will manage the project according to the terms of the Memorandum of Agreement between HEN, FCPA and TOH.
- Through HEN's partnership with Fairfax Food Council's Urban Agriculture Group (<http://www.fairfaxcounty.gov/hd/fairfax-food-council/>), we are looking forward to sharing lessons learned with other organizations/volunteers interested in starting similar projects.



Bruin Park Community Garden

A Herndon Environmental Network pilot project for healthy, homegrown food in cooperation with the Town of Herndon and the Fairfax County Park Authority

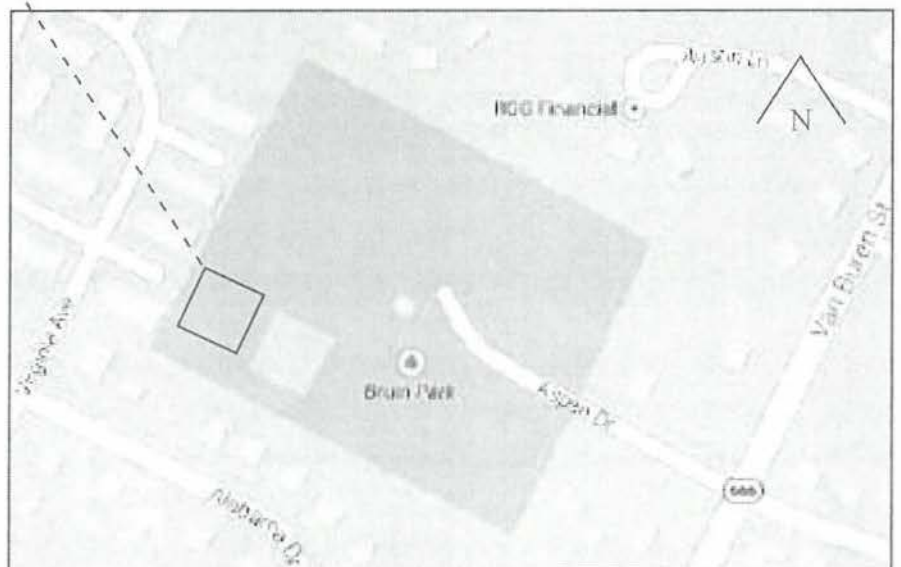
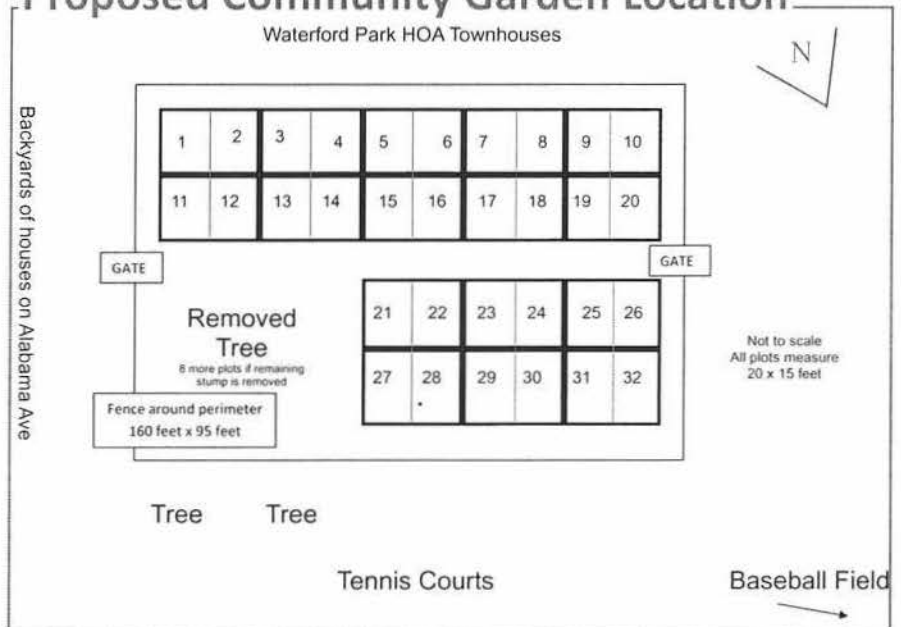
About the Herndon Environmental Network

Herndon Environmental Network is a nonprofit founded by a small group of Herndon-area residents concerned about the state of the planet. Our activities began in 2012 and are all organized and led by volunteers. We are committed to improving awareness about environmental issues through education, projects, and events in and around the Herndon area.

Our mission is to establish a presence in the community and give voice to important issues affecting our lives and the environment. We believe a cleaner, healthier Earth starts with action and awareness right here in our own community.

Visit us online at www.herndonenvironment.org to find out more information about HEN projects, or how to get involved.

Proposed Community Garden Location




Bruin Park is located on Van Buren Drive, bounded by Alabama Drive and Virginia Avenue in the Town of Herndon. It includes two tennis courts, a tot play area, a youth baseball field, a basketball court, a picnic shelter, and parking. The community garden would occupy the undeveloped western corner of the park.

HERNDON ENVIRONMENTAL NETWORK (HEN)
Community Gardens at Bruin Park

		Expenses	
		Services and Materials To Be Paid	In Kind Services and Materials Contribution
Town of Herndon	5/8" Water Meter and Permitting	\$ 10,811.98	
	Water Line Installation	\$ 4,676.64	
	Equipment costs	\$ 1,032.24	
	Other associated costs	\$ 3,674.20	
	Tilling and preparation of site		\$ 1,104.00
	ADA Path - Performed by VA Paving		\$ 12,287.16
	Sub-Total	\$ 20,195.06	\$ 13,391.16
HEN	Cardinal Fence - Materials and Installation	\$ 4,900.00	
	Garden Carts and Hose		\$ 439.00
	Hose Nozzles	\$ 45.00	
	Chain and Locks	\$ 60.00	
	Information Kiosk - Purchase and Install	\$ 1,000.00	
	Wood stakes	\$ 66.00	
	JL Tree Service - Stump Removal		\$ 700.00
	ADA compliant hydrants	\$ 1,700.00	
Sub-Total	\$ 7,771.00	\$ 1,139.00	
Total	\$ 27,966.06	\$ 14,530.16	
Project Cost	\$ 42,496.22		
		Funding	
	In Kind Donations	\$ 14,530.16	
	HEN Cash	\$ 7,966.06	
	Mastenbrook Grant	\$ 20,000.00	
	Total Funding	\$ 42,496.22	

MEMORANDUM

To: Dan Sutherland, Park Management Branch Manager
Fairfax County Park Authority

From: 
Cindy S. Roeder, Director, Parks and Recreation

Subject: Expense Details Bruin Park Community Garden

Date: July 5, 2018

T (703) 787-7300
F (703) 318-8652
herndon-va.gov

Physical Address:
814 Ferndale Ave.
Herndon, VA 20170-4602

Mailing address:
777 Lynn Street
Herndon, VA 20170

In regards to the Mastenbrook grant submitted by the Herndon Environmental Network (HEN), the town of Herndon offers the following details on the expenses related to costs associated with the water availability fees, installation of the water line, meter, tilling of the ground and associated items.

<i>Description</i>	<i>Cost</i>
Plumbing permit w/ 2% state levy	\$ 86.70
5/8" water meter	\$ 125.28
Water availability for 5/8 meter	\$ 7,800.00
Connection fee	<u>\$2,800.00</u>
TOTAL	\$10,811.98

<i>Employee</i>	<i>Hours</i>	<i>Cost</i>
Employee	24	\$1,034.88
Employee	24	\$1,112.64
Employee	24	\$1,069.92
Employee	24	<u>\$1,459.20</u>
TOTAL		\$4,676.64

<i>Description</i>	<i>Hours</i>	<i>Cost</i>
02 GMC Dump	16	\$236.80
Backhoe	24	\$287.52
1987 Compressor	16	\$320.00
2002 Utility Truck	24	<u>\$187.92</u>
TOTAL		\$1,032.24

<i>Description</i>	<i>Units</i>	<i>Cost</i>	<i>Source</i>
1" 60' k copper	3	\$1,409.85	USA Bluebook
1" k copper	1	\$1,409.85	USA Bluebook
meter setter	1	\$256.95	USA Bluebook
corporation stop	1	\$92.95	USA Bluebook
yard hydrant	1	\$147.95	USA Bluebook
lid & frame	1	\$66.95	USA Bluebook
box	1	\$59.95	USA Bluebook
1" couplings	5	\$229.75	USA Bluebook
	TOTAL	\$3,674.20	

Total estimated cost to install a new 1" service, includes main line tap, excavation, material, yard hydrant, meter, & installation **\$9,383.08**

<i>Description</i>	<i>Units</i>	<i>Cost</i>
cut sod and till	1	\$1,104.00
	TOTAL	\$1,104.00

GRAND TOTAL **\$20,195.06**

Please let us know if you have any questions or need further information.

xc: Todd Brown, Park Operations Manager, FCPA
Wayne Brissey, Region 6 Manager, FCPA
Tammy Chastain, Deputy Director, Public Works, Town of Herndon

Estimate for Bruin Park Asphalt Trail/Garden Grading 10/10/18

Scope of Work:

Removal of some of the old asphalt trail and topsoil where the new trail is to be installed. Place the dirt base on grade and lay 2.5" to 3.0" of hot mix asphalt, compact in place. Backfill the edge of the asphalt with dirt, seed and straw the area.

The area where the Community Garden will go will have to be tilled up and put on grade so that the area will have positive drainage to the closest outfall. The garden fence should be installed after this work is complete.

Labor

6 men (32 Hrs. Ea.) Total \$6,497.16

Equipment

892 Dump Truck	16 hrs.	\$560.00
896 Dump Truck	16 hrs.	\$560.00
Paver	8 hrs.	\$520.00
Asphalt roller	8hrs.	\$140.00
824 one ton truck	16 hrs.	\$320.00
Bobcat loader	20 hrs.	<u>\$360.00</u>
	Total	\$2,460.00

Material

Grass Seed (50 lbs.)	\$70.00
Straw Bales (10 Ea.)	\$60.00
Asphalt (50 tons)	<u>\$3,200.00</u>
Total	\$3,330.00

Grand Total \$ 12,287.16

Proposal



CARDINAL FENCE CORP.

39919 Bucksville Lane
Aldie, Va 20105
PHONE: 703-327-7747
FAX: 703-542-2474

Page 1 of 1

No. **012505**

Date 8/22/2017

PROPOSAL SUBMITTED TO Eric Kephart Bruin Park Garden Herndon		PHONE 703-435-0772	OTHER PHONE
ADDRESS HEN Member		E-MAIL ADDRESS ekepha@hotmail.com	FAX NUMBER
CITY STATE AND ZIP CODE Herndon, Va		JOB NAME Bruin Park Community Garden	
ARCHITECT	DATE OF PLANS	JOB LOCATION Herndon	

<p>We hereby submit specifications and estimates for:</p> <p>Cardinal Fence proposes to furnish and install approx 518' lf of 7' high black vinyl chain link with (1) 4' walk gate and (1) 8' double gate and to trench area around garden to bury fencing in ground; same fencing as used in Town of Leesburg Garden area; top tension wire and top rail braces</p> <p>If Cardinal Fence pours concrete under the gates-additional \$400.00</p>	<p>4,500.00</p> <p>400.00</p>
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We Propose hereby to furnish material and labor complete in accordance with the above specifications, for the sum of:

FOUR THOUSAND NINE HUNDRED DOLLARS dollars (\$ 4,900.00)

Payment to be made as follows

Deposit is 50% of whichever option(s) is chosen from above-balance due upon substantial completion

Terms and Conditions

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

CARDINAL FENCE CORP./Lidio/703-675-3653

Note: This proposal may be
withdrawn by us if not accepted within 15 days

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature: _____

Board Agenda Item
November 14, 2018

ACTION

Pine Ridge Park – Mastenbrook Volunteer Matching Fund Grant Program Request – Braddock Road Youth Club (Mason District)

ISSUE:

Approval of a Mastenbrook Volunteer Matching Fund Grant Program request from Braddock Road Youth Club in the amount of \$1,937.40 for the installation of fencing on field 6 at Pine Ridge Park.

RECOMMENDATION:

The Park Authority Director recommends approval of the Mastenbrook Volunteer Matching Fund Grant Program request from Braddock Road Youth Club in the amount of \$1,937.40 for the installation of fencing on field 6 at Pine Ridge Park.

TIMING:

Board action is requested on November 14, 2018, in order to award the grant.

BACKGROUND:

The Braddock Road Youth Club (BRYC) has requested to install black vinyl coated chain link fencing at one of the corners of field 6 (synthetic field) at Pine Ridge Park (Attachment 1). The fencing will connect to existing fencing at the west end and north side of the field, and will reduce the number of balls that have to be retrieved from the bottom of a steep slope and natural areas located at the northwest corner of the field. The proposed fencing is designed to meet Park Authority standards, and will be installed using an approved County contractor.

BRYC is requesting \$1,937.40 from the Mastenbrook Volunteer Matching Fund Grants Program to help fund the completion of the project (Attachment 2). If approved, the \$1,937.40 from the Mastenbrook Volunteer Matching Fund Grants Program, along with a \$1,937.40 contribution from BRYC, will provide the funds sufficient to complete the project. The total project budget is \$3,874.80.

BRYC has been a participant in the Adopt-A-Field program for several years, and over the years has contributed towards maintenance and multiple athletic field improvement projects at Howrey Park, Lake Braddock SS, Pine Ridge Park, Wakefield Park and Winterset Varsity Park.

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The Park Authority Board Member for the Mason District supports approval of the Grant request. Staff from Park Operations Division will manage the project, which is scheduled to be completed in the fall of 2018. Matching funds are available to complete this project.

FISCAL IMPACT:

The estimated total project cost is \$3,874.80. Funds are currently available in the amount of \$1,937.40 in WBS PR-000078, Park Renovations and Upgrades - 2016, in Fund 300-C30040, Park Bond Construction Fund; and \$1,937.40 from BYRC; resulting in the total available funding of \$3,874.80. Operational expenses will be managed using existing resources.

Contingent on the approval of this project, the remaining balance in the Mastenbrook Volunteer Matching Fund Grant Program will be \$187,007.55.

ENCLOSED DOCUMENTS:

Attachment 1: Aerial Showing Grant Project Area at Pine Ridge Park
Attachment 2: Mastenbrook Volunteer Matching Fund Grant Program Request –
Braddock Road Youth Club

STAFF:

Kirk W. Kincannon, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee L. Vosper, Deputy Director/CBD
Todd Brown, Director, Park Operations Division
Dan Sutherland, Manager, Park Management Branch, Park Operations Division
Janet Burns, Senior Fiscal Manager
Michael P. Baird, Manager, Capital and Fiscal Services



Pine Ridge Park

Project Area



Mastenbrook Volunteer Matching Fund Grants Program Application Form

PLEASE PRINT. Please provide all information requested. You may attach additional sheets and/or materials to support your request.

1. Grantee Information

Name of Individual or Organization: BRYC Rec Soccer

Contact Person: Douglas J Alcorn

Mailing Address: 8642 Tuttle Rd, Springfield VA 22152

Phone: 703)517-3449

Fax: 703)354-0804

2. Project

Title: PINE RIDGE #6 Fencing

3. Funding Requested

Amount \$ 1,937.40

(Applicant may request up to a maximum of \$10,000 per project. Limited to one Project per fiscal year.)

4. Project Description

Provide a description of your project. (Attach drawings or specification of *materials/proposed* for purchase. If *educational materials* are proposed, provide a mock up or example of how the product will look, how it will be posted or distributed, and an example of the content. Provide a detailed map and other visual materials, site plan, drawings, photos, cross sections or a mock up of your project and what the finished product will look like.) Provide as much detail as you can to help evaluators clearly understand your project.

Pine Ridge #6 field does not have fencing on the end and side of the field that has a steep and dangerous hill. Balls from the field go down the hill into the woods and, especially when wet, the hill is very slippery to traverse to retrieve the balls. This is a very common occurrence in both games and for practices. Most of the field has adequate fencing, but this one area was missing during construction.

The Park Authority has the drawings and specs of the project and all the construction details as provided by Hercules Fence.

5. Public Benefits

Explain why your project is important and why it is needed? Who are the intended users? How will the public benefit? How many and what different types of users do you expect? How does this project provide new recreational opportunities for the intended users? Does your project solve a problem or provide important missing services? If your project provides for people with disabilities, in what way?

All users of the field will benefit from having this extra fencing. The users are the youth leagues of the area and the adult soccer leagues.

6. Sponsor Commitment

What experience do you or the organization have in accomplishing similar projects? Who will be responsible for organizing and assigning the work to insure successful project completion? You will need to document all project expenditures. What is your plan for documenting the work (photographs, video, written documentation, etc.)? What is your plan, if any, for long-term maintenance of your project after it is completed?

BRYC has worked with the Park Authority on many projects such as this in the past, and we are a major Friends of the Field participant for many County fields. The fence will become a part of the existing fencing and will be maintained by the County.

7. Proposed Budget

You will need to provide a detailed and complete budget. Provide enough detail for evaluators to understand exactly what grant funds will be used for, how you arrived at the prices for services, labor, materials, equipment, etc., and the same level of detail about the amount and source of matching funds.

The proposal for the fence is \$3,399.80 of which the Park Authority has. The proposal was written for the Park Authority by Hercules Fence Company based on Park Authority specs.

We have the funding immediately available.

The Park Authority prefers to reimburse grantees after the work is completed. Please check one of the following:

- We understand payment by the Park Authority will occur after we complete the project.
- We must have Park Authority grant funds prior to beginning the project.



Signature

6/28/18

Date



RESIDENTIAL
COMMERCIAL
HIGH SECURITY

“Security in Every
Job”

PROPOSAL

Date: 6/13/2018

To: Steve Krutzler Area 2 Athletic Fields Manager | Fairfax County Park Authority

From: Greg Stone, General Manager

Re: Pine Ridge Park Field # 6

The following represents the cost to furnish labor and materials to install the indicated items for the above referenced project:

8'0" High PVC Coated Black Chain Link Fence

136 LF x 16.90= \$ 2,298.40
136 LF Mid Rail x 1.90= \$ 258.40
2 each Terminal Pull Posts x 32. = \$ 64.00
1 each Leaf Gate x 778.00= \$ 778.00
1 each Private Utility Locate x475= \$ 475.00

Total \$ 3,874.80

All pricing is Furnished, Installed, and Freight included.

Thank you for the opportunity to quote this work. If you have any questions, please feel free to contact me at (703) 551-2609.

Hercules Fence Company: SWaM # 652093 Expires 03/02/2019

Corporate Office
1526 Early Street
Norfolk, Virginia
23502-1604
757-321-6700
Fax 757-321-6710

Peninsula
1807 George
Washington Highway
Yorktown, Virginia
23693
757-316-3600
Fax 757-316-3604

Richmond
11074 Air Park Road
Ashland, Virginia
23005
804-752-7992
Fax 804-752-7121

Northern Virginia
8194 Euclid Court
Manassas Park,
Virginia 20111
703-551-2609
Fax 703-361-2127

Maryland
8580 Mission Road
Jessup, Maryland
20794
410-799-1555
Fax 410-799-0008

Raleigh
6001 Triangle Drive
Suite B
Raleigh, North Carolina
27617
919-571-3252
Fax 919-571-3253

Board Agenda Item
November 14, 2018

ACTION

Frying Pan Farm Park – Mastenbrook Volunteer Matching Fund Grant Program Request – Spirit Open Equestrian (Hunter Mill District)

ISSUE:

Approval of a Mastenbrook Volunteer Matching Fund Grant Program request from Spirit Open Equestrian in the amount of \$1,370.62 for the purchase of a portable ADA compliant mounting ramp for Frying Pan Farm Park.

RECOMMENDATION:

The Park Authority Director recommends approval of the Mastenbrook Volunteer Matching Fund Grant Program request from Spirit Open Equestrian in the amount of \$1,370.62 for the purchase of a portable ADA compliant mounting ramp for Frying Pan Farm Park.

TIMING:

Board action is requested on November 14, 2018, in order to award the grant.

BACKGROUND:

Spirit Open Equestrian (SOE) is requesting to purchase a portable ADA compliant equestrian mounting ramp for use at Frying Pan Farm Park (Attachment 1). The ramp will assist staff with meeting the needs of therapeutic services riders as well as other riders who may face physical or emotional challenges. The proposed ramp has been reviewed and approved by the Park Authority's ADA Coordinator.

SOE is requesting \$1,370.62 from the Mastenbrook Volunteer Matching Fund Grants Program to help fund the completion of the project (Attachment 2). If approved, the \$1,370.62 from the Mastenbrook Volunteer Matching Fund Grants Program, along with a \$1,370.63 contribution from SOE, and \$3,000 from donations to Frying Pan Farm Park will provide the funds sufficient to complete the project. The total project budget is \$5,741.25.

SOE is non-profit organization who serves the community by providing therapeutic riding, equine assisted psychotherapy and learning programs for individuals, families and groups.

Board Agenda Item
November 14, 2018

The Park Authority Board Member for the Hunter Mill District supports approval of the Grant request. Staff from Frying Pan Farm Park will manage the project, which is scheduled to be completed in the winter of 2018. Matching funds are available to complete this project.

FISCAL IMPACT:

The estimated total project cost is \$5,741.25. Funds are currently available in the amount of \$1,370.62 in WBS PR-000078, Park Renovations and Upgrades - 2016, in Fund 300-C30040, Park Bond Construction Fund; and \$1,370.63 from SOE; and \$,3000 in Cost Center P515101008, Frying Pan Farm Park Donations, in Fund 800-C80000; resulting in the total available funding of \$5,741.25. Operational expenses will be managed using existing resources.

Contingent on the approval of this project, the remaining balance in the Mastenbrook Volunteer Matching Fund Grant Program will be \$185,636.93.

ENCLOSED DOCUMENTS:

Attachment 1: Aerial Showing Grant Project Area at Frying Pan Farm Park

Attachment 2: Mastenbrook Volunteer Matching Fund Grant Program Request – Spirit
Open Equestrian

STAFF:

Kirk W. Kincannon, Executive Director

Sara Baldwin, Deputy Director/COO

Aimee L. Vosper, Deputy Director/CBD

Todd Brown, Director, Park Operations Division

Barbara Nugent, Director, Resource Management Division

Dan Sutherland, Manager, Park Management Branch, Park Operations Division

Janet Burns, Senior Fiscal Manager

Michael P. Baird, Manager, Capital and Fiscal Services

Frying Pan Farm Park





Mastenbrook Volunteer Matching Fund Grants Program Application Form

PLEASE PRINT. Please provide all information requested. You may attach additional sheets and/or materials to support your request.

1. Grantee Information

Name of Individual or Organization: Spirit Open Equestrian

Contact Person: Dada Suvak

Mailing Address: P.O. Box 1342, Great Falls VA 22066

Phone: () 703-600-9667

Fax: ()

2. Project

Title: Purchase of ADA Compliment Equestrian Mounting Ramp for Park users

3. Funding Requested

Amount \$ 1370.63

(Applicant may request up to a maximum of \$20,000 per project. Limited to one Project per fiscal year.)

4. Project Description

Provide a description of your project. (Attach drawings or specification of *materials*/proposed for purchase. If *educational materials* are proposed, provide a mock up or example of how the product will look, how it will be posted or distributed, and an example of the content. Provide a detailed map and other visual materials, site plan, drawings, photos, cross sections or a mock up of your project and what the finished product will look like.) Provide as much detail as you can to help evaluators clearly understand your project.

Project is the purchase of a portable, ADA compliant, custom desinged, equestrian mounting ramp that has been reviewed and approved by FCPA safety officer Gary Logue. This all aluminum ramp can be easily assembled, without tools, by 2 people, moved to needed location(s) and stored in a minimum space when not needed. The all aluminum design will ensure many years of maintenance free service. The unit is made by Handi-Ramp. See a vides of the base desing.https://www.youtube.com/watch?v=OKK_i7OtdIM FCPA required a longer ramp so the unit in the attached price quote will have a 12' ramp instead of a 6' ramp.

5. Public Benefits

Explain why your project is important and why it is needed? Who are the intended users? How will the public benefit? How many and what different types of users do you expect? How does this project provide new recreational opportunities for the intended users? Does your project solve a problem or provide important missing services? If your project provides for people with disabilities, in what way?

A safe ADA compliant ramp is needed to assure the equitable delivery of equestrian services to persons of all abilities. There is no ramp currently available at Frying Pan Farm Park. Over 200 families currently use therapeutic riding services offered at the park including youth and adults with physical, emotional and or development special needs, veterans, psychotherapy clients and more. Some clients have signed up for classes and then withdrew due to the lack of a ramp. This ramp will solve that problem and may draw additional users.

6. Sponsor Commitment

What experience do you or the organization have in accomplishing similar projects? Who will be responsible for organizing and assigning the work to insure successful project completion? You will need to document all project expenditures. What is your plan for documenting the work (photographs, video, written documentation, etc.)? What is your plan, if any, for long-term maintenance of your project after it is completed?

This is a straight forward purchase which will be done by park staff should the funding be approved. The ramp will become park property and the all aluminum design assures many years of maintenance free service.

7. Proposed Budget

You will need to provide a detailed and complete budget. Provide enough detail for evaluators to understand exactly what grant funds will be used for, how you arrived at the prices for services, labor, materials, equipment, etc., and the same level of detail about the amount and source of matching funds.

Frying Pan Farm Park commitment from existing donation accounts \$3,000
Spirit Open Equestrian Program Sponsorship \$1,370.63
Matching Funds requested of Mastenbrook Grant - \$1,370.63

The Park Authority prefers to reimburse grantees after the work is completed. Please check one of the following:

We understand payment by the Park Authority will occur after we complete the project.

We must have Park Authority grant funds prior to beginning the project.



Signature

8/21/2018

Date





Handi Ramp
 510 North Ave / Libertyville / Illinois 60048
 Phone: 847-680-7700 / Fax: 847-816-8866
 www.HandiRamp.com

QUOTE
 GBH011918C
 Valid Till: 02/18/2018

BILL TO: Frying Pan Farm Park Yvonne Johnson 2709 W Ox Road Herndon, VA, 20171 703-437-9129	SHIP TO: Frying Pan Farm Park 2709 W Ox Road Herndon, VA, 20171 703-437-9129	Greg Hogarty ghogarty@handiramp.com <i>Thank you for the opportunity to earn your business.</i>
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Quote Date	PO Number	Payment Terms	Shipping Method
01/19/2018		Prepay	Common Carrier

Project Description: Elevation is 24 inches. 4 foot wide ramp runs straight 24 feet to 4' x 6' upper platform

Shipping includes non commercial delivery location, lift gate truck service and a scheduling phone call.

S.No.	Items # Item Details	Qty	List Price	Total
1.	(AST4x6) 4ft X 6ft Aluminum Sectional Platform	1	\$ 1,380.00	1380
2.	(AST0648) 6ft Aluminum Sectional Ramp 48in Wide	4	\$ 790.00	3160
3.	(AST-CLB48) AST Sectional Connecting Leg Brace 48in Wide system	3	\$ 249.00	747
4.	(HRDB06) 6ft Double Bar Galvanized Steel Handrail	9	\$ 156.80	1411.2
5.	(HRDB04) 4ft Double Bar Galvanized Steel Handrail	1	\$ 156.80	156.8
			Sub Total	\$ 6,855.00
			Discount*	\$ 1,713.75
			Tax	\$ 0.00
			Freight	\$ 600.00
			Grand Total	\$ 5,741.25

Terms and Conditions:

Return Policy: All non-custom products may be returned within 30 days. Custom products can not be returned. All returns require return authorization and a 20% restocking fee. Returns shipped without authorization will be refused. Shipping costs for returns are at the customer's expense. Call 847-680-7700 to request a return authorization number.

Delinquent Accounts: A discount has been offered in return for prompt payment and will be withdrawn if payment is late. Overdue accounts will be charged a late fee of 1.5% per month. All discounts offered are applicable only if invoice is paid on or before due date listed.

Limited Warranty: The Handi-Ramp warranty provides for a one-year limited warranty from the date of invoice against defects in material and workmanship. We will repair or replace the product at our discretion. This Warranty does not cover misuse or abuse of the product by the user. This warranty requires that the owner / user provide standard maintenance including but not limited to cleaning, painting and bolt tightening if applicable.

Quotation Acceptance:

By my signature below, I hereby authorize Handi-Ramp to proceed with production and delivery of work / product as quoted herein. I understand that custom items require additional signed authorization approving production drawings.

Authorized Signature _____ Date: _____

Print Name: _____ Title: _____