

SUBMITTED BY: Jennifer Smith, Interim Community Services & Economic Development Director

MANAGEMENT TEAM REVIEW: Ana Urquijo, City Manager

FOCUS AREA: Advanced Infrastructure Development and Improvement

ORGANIZATIONAL IMPROVEMENTS: EnterTextHere

SUBJECT: **BID AWARD** to Pros Consulting for the **PARKS** and **RECREATION MASTER PLAN**.

EXECUTIVE SUMMARY:

On January 12, 2022, staff put out a Request for Qualifications (RFQ) to seek a qualified vendor to assist the City in developing a Parks and Recreation Master Plan. The bid was published in accordance with the City Charter from January 12 to February 10, 2022. One (1) bid was received from Pros Consulting Inc. with a cost of \$89,830.00 with an optional \$5,500 for a customized website page for project updates and public engagement.

BACKGROUND:

During the 2021 budget process, Mayor and Council approved capital funding for a Parks and Recreation Master Plan. The Parks and Recreation Master Plan will serve as the City's guiding document which will assess current and future recreational needs, evaluate feasible options, develop a strategic action plan, and budget for long-term or phased-in development and improvements. This plan will lay out an organizational framework for improving parks and recreation facilities, programs, and services to better serve the public.

In addition to the funds set aside for the Parks and Recreation Master Plan, Mayor and Council approved \$400,000 to begin implementing the Parks and Recreation Master Plan upon completion.

DISCUSSION:

Staff recommends awarding the contract to Pros Consulting Inc. for the development of a Parks Master Plan for the City of Douglas.

FISCAL IMPACT:

\$95,330 to come from the CIP Fund.

Fiscal Year: 2021/2022

Amount Requested:

Budgeted: Y / N

Account (s):

“...I move that the Mayor and Council approve and award the Bid to Pros Consulting Inc. for the development of a Parks Master Plan for the City of Douglas.”