



# City of Dripping Springs

## Agenda Item Staff Report Form

**Staff Member Name:** Michelle Fischer, City Administrator

<b>Council Meeting Date:</b>	October 10, 2017
<b>Agenda Item Wording:</b>	Selection of Electrical and Lighting Engineer for Dripping Springs Sports & Recreation Park Sports Lighting Upgrade Project
<b>Agenda Item Requestor:</b>	Sports & Recreation Park Lighting Committee
<b>Council Member Sponsor:</b>	Mayor Todd Purcell
<b>Summary/Background:</b> <p>The Sports &amp; Recreation Park Lighting Committee evaluated the two responses to the request for qualifications and interviewed the respondents, EMA Engineering &amp; Consulting and Hendrix Consulting Engineers. Based on the evaluation scores and interviews, the committee recommends the City Council approve the selection of EMA Engineering &amp; Consulting and authorize city staff and the committee to negotiate a professional services agreement to be reviewed by the Parks &amp; Recreation Commission and then considered by City Council.</p> <p>The scope of work shall include the following:</p> <ol style="list-style-type: none"><li>1. Create design and construction plans for modified and upgraded lighting at Sports Park including baseball fields, softball fields, and soccer fields</li><li>2. Review and adhere to City of Dripping Springs Outdoor Lighting Ordinance or determine needed variances</li><li>3. Adhere to other lighting standard requirements dependent on park area, including but not limited to, Amateur Softball Association of America, 2015 Little League Light Standards and Audit, and Lighting Standards of the US Soccer Foundation</li><li>4. On-site inspection of Sports Park to determine lighting needs</li><li>5. Provide estimates on costs for lighting fixtures and poles needed for project</li><li>6. Create construction plans for upgraded lighting in phases recommended by Firm</li><li>7. Determine appropriate pole material and light requirements</li><li>8. Provide recommendations related to potential phasing of lighting modifications and upgrades.</li><li>9. Preparation of intermediate and final project schedules and cost estimates based on phases recommended by the Firm</li><li>10. Preparation and presentation of drawings to the City</li></ol>	

<b>Commission Recommendations:</b>	Parks & Recreation Commission deferred to the committee to make a recommendation on selection of engineer to City Council
<b>Actions by Other Jurisdictions/Entities:</b>	N/A
<b>Previous Council Action:</b>	Approved expenditures for engineering in FY 2018 budget
<b>Recommended Council Action:</b>	Approve the selection of EMA Engineering & Consulting and authorize city staff and the committee to negotiate a professional services agreement to be reviewed by the Parks & Recreation Commission and then considered by City Council.
<b>Alternatives/Options:</b>	select another engineering firm
<b>Budget/Financial Impact:</b>	FY 2018 budgeted expenditure of \$54,000.00 using parkland dedication funds (this amount was estimated and may need to change once agreement is negotiated)
<b>Attachments:</b>	EMA response to qualifications
<b>Related Documents at City Hall:</b>	RFQ, Hendriz response the RFQ, evaluation scoring summary sheet
<b>Public Notice Process:</b>	N/A
<b>Public Comments:</b>	N/A
<b>Enforcement Issues:</b>	N/A
<b>Comprehensive Plan Element:</b>	Goal L6: Bring City properties into compliance with Lighting Ordinance
<b>Next Step/Schedule:</b>	notify EMA and negotiate agreement