



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Andrew Binz, Parks and Community Services Director

**Parks & Recreation
Commission Meeting
Date:** August 21, 2024

Agenda Item Wording: Discuss and consider a recommendation to City Council to approve a professional services agreement with Halff for the procurement of the Parks, Recreation & Open Space Master Plan update.

Agenda Item Requestor: Andrew Binz

Summary/Background: The 2014 - 2024 Parks, Recreation & Open Space Master Plan was approved by City Council in March of 2015 and is due to be updated. A Request for Qualifications was advertised in February 2024 and nine firms submitted Statements of Qualifications (SOQs). All nine SOQs were scored by city staff and two firms were selected for an interview. An interview panel of city staff and a Parks & Recreation Commissioner conducted the interviews and a recommendation to negotiate a professional services agreement with Halff for the procurement of the Parks, Recreation & Open Space Master Plan update was determined.

The Parks & Recreation Commission approved the recommendation to negotiate a Professional Services agreement with Halff at their June 20th meeting and City Council approved the recommendation at their July 2nd meeting.

\$150,000 was approved for the Parks, Recreation & Open Space Master Plan in the 2024 budget and an additional \$150,000 is being proposed in the 2025 budget for a total of \$300,000. The Base Fee for the proposed Professional Services Agreement is \$225,000. The Scope of Services (Appendix A) includes an Additional Services section in case the City would like to include some additional assessments or analysis.

**Staff
Recommendations:** Approve the recommendation to City Council to enter into a professional services agreement with Halff for the procurement of the Parks, Recreation & Open Space Master Plan update.

Attachments: 2024 – Professional Services Agreement – Half Associates, Inc.

Next Steps/Schedule: Place this item on the September 3rd City Council agenda for approval.