



COMMUNICATIONS

To: Mayor and Town Council
From: Robyn Battle, Executive Director
Through: Mario Canizares, Town Manager
Re: Downtown Monumentation Design

Town Council Meeting – June 11, 2024

Strategic Visioning Priority: 2. Development of Downtown as Destination

Agenda Item:

Consider and act upon authorizing the Town Manager to execute an Agreement for Professional Services between the Town of Prosper and Olsson Studio related to design of monumentation in Downtown Prosper for an amount not to exceed \$66,500.

Description of Agenda Item:

The Downtown Advisory Committee (DTAC) was appointed in November 2023 for the purpose of making recommendations on the implementation of the Downtown Master Plan. Since that time, the DTAC has made several recommendations on improvements to Downtown Prosper.

Among the projects the DTAC is considering is a series of decorative archways and/or monuments that will create a unique identity for Downtown Prosper and establish Downtown as a destination for residents and visitors. In March 2024, the DTAC recommended the Town seek Statements of Qualification (SOQ) from qualified firms for the conceptual design and planning of the Downtown Archway Structures project. The Town received five proposals and the top three firms were invited to give presentations to the DTAC. Olsson Studio was chosen as the top firm for the project. Olsson Studio has experience with similar projects, including Grandscape in The Colony.

The Scope of Services in the attached Agreement outlines the services that will be provided by Olsson Studio through the conceptual development stage (Phases 100-300) for a cost of \$62,900, plus additional reimbursable expenses up to \$3,600, for an amount not to exceed \$66,500. The deliverables for Phases 100-300 include a kickoff meeting with staff, a design charrette comprised of three meetings with the DTAC and other Downtown stakeholders, the conceptual design of a monumentation plan for Downtown, and an opinion of probable costs for construction. The estimated timeline for completion is approximately four months.

After the conceptual development process is completed, the DTAC will have the option to recommend moving forward with the preparation of Construction Documents for the project (Phase 4). Those services will be provided by Olsson Studio under a separate agreement which will be brought back to the Town Council for approval. If the Town Council decides to move forward with construction of the project, funding will need to be identified and the Town will solicit bids from qualified vendors.

Budget Impact:

The project fee for the conceptual design portion of the project will not exceed \$66,500. Funds are available in account 100-5480-10-99 for Downtown Improvements.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached documents as to form and legality.

Attached Documents:

1. Olsson Studio Letter Agreement

Town Staff Recommendation:

Town Staff recommends the Town Council authorize the Town Manager to execute an Agreement for Professional Services between the Town of Prosper and Olsson Studio related to design of monumentation in Downtown Prosper for an amount not to exceed \$66,500.

Proposed Motion:

I move to authorize the Town Manager to execute an Agreement for Professional Services between the Town of Prosper and Olsson Studio related to design of monumentation in Downtown Prosper for an amount not to exceed \$66,500.