



## PARKS AND RECREATION

**To:** Mayor and Town Council

**From:** Paul Naughton, RLA, Parks Planning Manager

**Through:** Harlan Jefferson, Town Manager  
Robyn Battle, Executive Director of Community Services

**Re:** Town Council Meeting – March 29, 2022

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**Agenda Item:**

Consider and act upon authorizing the Town Manager to execute a Professional Services Agreement between Dunaway Associates, Inc., and the Town of Prosper, Texas, related to the design of the First and Coit Community Park Phase 1 project.

**Description of Agenda Item:**

Dunaway Associates will perform professional design services for the Town of Prosper (“the Town”) to develop the Phase 1 of the First and Coit Community Park. Tasks will include data collection, topographic survey, developing a phase 1 concept plan, schematic design, geotechnical services, design documents, construction drawings, bidding documents and project administration. This Scope of Services is based upon the Sexton Park (a.k.a. First and Coit Community Park) Final Master Plan, dated December 4, 2015, as prepared by Dunaway. The Town has identified the following program priorities for Phase I development:

- Lighted Pickleball courts (4-8 courts)
- Lighted Tennis Courts (4)
- Lighted Baseball/Softball Complex (artificial turf or natural grass)
- Parking
- Irrigation Pond and Well
- Inclusive Playground
- Concession Stand with Restroom
- Restroom near playground
- Large Pavilion for rental
- Sprayground
- Entry sign
- Wayfinding
- Hike & Bike Trail
- Site Furnishings

This scope of services and fee schedule are based upon an approximate project budget of \$11,800,000.00.

On November 4, 2021, the Town received various responses from design firms on a Statement of Qualifications for Design Services for First and Coit Community Park. (SOQ No.2022-13-B). A review committee evaluated each response based on the following criteria: ability to meet the Town's needs, similar experience, professional qualifications, project management and references. Dunaway Associates was determined to be the best qualified firm to be selected. Dunaway has done work for the Town previously such as developing the First and Coit Community Park Master Plan, Pecan Grove Park Improvements, Frontier Park North, and the Parks, Recreation and Open Space Master Plan.

**Budget Impact:**

Funding for this contract in the amount of \$1,091,600.00 has been budgeted in the First and Coit Community Park Project (2122-PK) in the Capital Improvement Program. (Acct No. 750-5410-10-00-2122-PK).

**Legal Obligations and Review:**

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the standard Professional Services Agreement as to form and legality.

**Attached Documents:**

1. SOQ Matrix
2. Professional Service Agreement

**Town Staff Recommendation:**

Town staff recommends that the Town Council authorize the Town Manager to execute a Professional Services Agreement between Dunaway Associates, and the Town of Prosper, Texas, related to the design of the First and Coit Community Park Phase 1 project.

**Proposed Motion:**

I move to authorize the Town Manager to execute a Professional Services Agreement between Dunaway Associates, and the Town of Prosper, Texas, related to the design of the First and Coit Community Park Phase 1 project.