



## PARKS AND RECREATION

**To:** Mayor and Town Council

**From:** Dan Baker, MBA, Director of Parks and Recreation

**Through:** Ron K. Patterson, Interim Town Manager  
Robyn Battle, Executive Director of Community Services

**Re:** Professional Services Contract – 3<sup>rd</sup> Party Landscape Review  
Town Council Meeting – December 13, 2022

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**Agenda Item:**

Consider and act upon authorizing the Interim Town Manager to execute a Professional Services Agreement between and Halff Associates and the Town of Prosper, Texas, related to 3<sup>rd</sup> party landscape review services.

**Description of Agenda Item:**

This service is requested due to the resignation of a staff member, to support the workloads of existing staff, and to maintain customer service levels when staff are out of the office as it relates to landscape and parks development review and inspections. These services will be utilized on a “as-needed basis” and the Town will be charged the hourly rate, not to exceed \$63,000 over a nine-month period.

The services include the following:

**TASK 1 - MEETING ATTENDANCE**

- A. Attend weekly DRC (Development Review Committee) virtual meetings.
- B. Represent the Parks and Recreation Department (PARC) at these meetings by describing plan review comments.
- C. Respond to questions from Town staff during these meetings.

**TASK 2 - LANDSCAPE PLAN REVIEW**

- A. Receive pre-DRC comments, if any, from the PARC Representative.
- B. Prepare for each DRC meeting by reviewing development plans provided electronically making note of the following items:
  - Relation to park master plan, park fees and park dedication requirements.
  - Relation to trail master plan including trail, trailheads and bridges.
  - Relation to tree preservation and mitigation ordinance requirements.
  - Relation to landscape and screening ordinance requirements.
  - Relation to PD (planned development) regulations, if applicable.

- C. Consult with PARD staff regarding questions and ordinance interpretation.
- D. Prepare a full set of written plan comments. Plan comments can be provided in list form or can be shown on the plan set.
- E. Send plan comments to PARD Representative for review and discussion.
- F. Revise plan comments per comments received from the PARD Representative.
- G. Send final written plan comments to the PARD Representative.

#### **TASK 3 – CIVIL ENGINEERING PLAN REVIEW**

- A. Receive Civil Engineering plan set electronically from the Engineering Department for review.
- B. Review civil engineer plan submittal to determine impact of park and landscape ordinance requirements. Civil engineering plan review will include review of landscape, and trail and review.
- C. Send written comments to PARD Representative for review and discussion.
- D. Return red-lined markups and written comments to the Engineering

#### **TASK 4- LANDSCAPE INSPECTION**

- A. On an as needed, on-call basis, inspect landscape installation compliance with the approved landscape plan.
- B. Notify PARD Representative and Building and Code Department by email of compliance or non-compliance with the approved landscape plan. If non-compliant provide a written “punch list” of non-compliant items. Photographs will be taken of non-compliant items and will be included with the punch list.
- C. Participate in a follow up inspection if necessary.
- D. Participate in on-site tree mitigation meetings

#### **Budget Impact:**

The cost for these services is \$63,000. A budget amendment for account #100-5410-60-01 is being prepared as a part of this Town Council agenda.

#### **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. Standard Professional Services Contract

#### **Town Staff Recommendation:**

Town staff recommends authorizing the Interim Town Manager to execute a Professional Services Agreement between and Halff Associates and the Town of Prosper, Texas, related to 3<sup>rd</sup> party landscape review services.

#### **Proposed Motion:**

I move to authorize the Interim Town Manager to execute a Professional Services Agreement between and Halff Associates and the Town of Prosper, Texas, related to 3<sup>rd</sup> party landscape review services.