

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: December 19, 2022

Topic:

Approve a Professional Services Agreement with Four and One, LLC, for Project Number 2023-10013, Parks, Recreation, and Trail System Master Plan for a not-to-exceed amount of \$149,600, authorize the expenditure of funds therefor, and authorize the City Manager to execute the agreement. This amount is included in the FY 2022-2023 budget.

Background:

The proposed professional services agreement with Four and One, LLC includes a scope of work for creating a parks, recreation and trails system master plan for the City of Tomball. The scope will include site analysis, community engagement, and the creation of a master plan.

The completed master plan will include segments for implementation, development of internal policies to assist in future design and continued maintenance, policy development for on-going decision making and maintenance, identify short and long-term goals for potential park acquisition and development, recreation program needs, accessibility, and trail connectivity. Additionally, the plan will identify funding sources including potential new revenue streams, and provide a five-year action plan with a ten-year horizon plan to assist the City moving forward.

The final master plan will meet all requirements necessary for accreditation with the Commission for Accreditation of Park and Recreation Agencies, Texas Parks and Wildlife Department Master Plan objectives, and standards for future grant opportunities.

Four and One, LLC was selected through the Request for Qualifications process (RFQ 2023-01). Five firms submitted statements of qualifications, with Four and One, LLC being selected as the most highly qualified respondent. After such selection, staff engaged in discussions with the firm to determine fair and reasonable rates for the professional service. The selection and discussions were held in accordance with the City's adopted Procurement Policy and Manual and state procurement law.

Funds for completing the proposed project were allocated in the Fiscal Year 2022-2023 budget.

Origination: Project Management

Recommendation:

Staff recommends awarding a Professional Services Agreement to Four and One, LLC for the creation of a Parks, Recreation, and Trails System Master Plan for a total amount not to exceed \$149,600

Party(ies) responsible for placing this item on agenda: Meagan Mageo, Project Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: X No: _____

If yes, specify Account Number: # 100-153-6302

If no, funds will be transferred from account # _____ To account # _____

Signed Meagan Mageo
Staff Member _____ Date _____

Approved by _____
City Manager _____ Date _____