

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: January 16, 2023

Topic:

Approve a professional services agreement with Four and One, LLC. for the creation of a Parks, Recreation, and Trails System Master Plan, for a not-to-exceed amount of \$149,600 (RFQ 2023-01), 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 to develop a ten-year master plan for the City's parks and recreation future, to include determining priorities and budgets for annual maintenance and replacement and prioritize infrastructure and capital improvement projects.

The professional services agreement includes a scope of work for site analysis of all our existing amenities, community engagement to determine the wants and needs, and the overall development of the master plan with a five-year action plan and ten-year horizon plan.

Four and One, LLC was selected through the Request for Qualifications process (RFQ 2023-01). Seven firms submitted sealed qualifications, of which five were determined to be qualified responses. Each response was scored with the top two firms interviewed. After scoring and interviews, Four and One, LLC was selected as offering the best quality of service to the City based on the proposed scope of work. The selection and discussions were held in accordance with the City's adopted Procurement Policy and Manual and state procurement law.

Funds for development of a Parks, Recreation and Trails System Master Plan 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 contract 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: #100-153-6304

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

Signed Meagan Mageo
Staff Member Date

Approved by _____
City Manager Date