



MEMORANDUM

TO: Richard McNabb, Mayor
City Council Members

FROM: Stevie Cox, City Manager

VIA: Jay Dale, Planner/Code Enforcement Officer

DATE: May 6, 2024

REF: Trinity Parks and Recreation Master Plan Contract Award

Summary:

This is a request to approve and award the Parks and Recreation Master Plan Contract.

Background:

In August 2023, the City Council instructed City Staff to move forward with applying for a Strategic Planning Grant from the Randolph County Board of Commissioners. City Staff stated that this grant application would be to secure funding for the Parks and Recreation Master Plan. In October 2023, Councilman Robbie Walker and City Manager Stevie Cox made a formal presentation before the Randolph County Commissioners for the Strategic Planning Grant. After the City Presentation, the County Commissioners approved and awarded the City of Trinity an \$80,000 grant award to be used for the Parks and Recreation Master Plan. In November 2023, the City Council approved to accept the Strategic Planning Grant and instructed City Staff to move forward with going out for bids for this project.

In February 2024, City Staff moved forward with preparing and releasing a request for qualifications for the Parks and Recreation Master Plan. This would include a citywide plan, a site-specific plan and preparing grant applications for additional funds to move forward with the development of a new park. In March 2024, the City received formal bids from the following firms: McGill and Associates, Withers Ravenel and the Wooten Company. City Staff and a representative from State Code Enforcement, Inc. conducted interviews of the three firms. After the interviews were completed, the City moved forward with negotiations with Withers Ravenel to secure a contract for this project. In April 2024, Withers Ravenel submitted a complete quote of \$97,000 for the entire project.

In 2009 Parks and Recreation Master Plan and the Vision Trinity Comprehensive Plan, Parks, Greenways and Trails were listed as a priority by the City Residents. The Parks and Recreation Master Plan will allow us to meet this priority. Furthermore, the Master Plan is mandatory to apply for other grant funding.

Recommendation:

City Staff is requesting that the City Council approve the approval and award of the contract to Withers Ravenel for this project. This will be contingent upon the final approval of the contract by the City Attorney. The City Council would approve an appropriation of \$17,000 from the General Fund to cover the remaining balance in Fiscal Year 2024 - 2025. City Staff will apply for gap funding from Randolph County Strategic Planning Grant.

Attachment:

Parks and Recreation Master Plan Request for Qualifications
Withers Ravenel Bid Package, Scope of Work and Contract