



## CITY COUNCIL AGENDA ITEM BRIEFING SHEET

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| <b>Council Date:</b><br>January 9, 2024 | <b>Department:</b><br>Planning & Development | <b>Presented By:</b><br>Toni Fisher,<br>Director |
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**Discussion & Action: Approval of Contract Proposal for Professional Services by Westwood Professional Services, Inc.**

### **BACKGROUND:**

The Texas Department of Transportation offers open application for the Green Ribbon Grant Program to cities annually for landscape beautification of the TxDOT rights-of-way. The grant award is a maximum of \$400,000 and is structured as a reimbursement to the city.

In May 2023, the Parks Board was presented with a proposal for an estimated \$6,800 for professional consultation services by Westwood [Pacheco Koch] to assist with landscape design and application submittal for the 2024 TxDOT Green Ribbon Grant Program. The Board could not make a collective decision and the item was postponed. In a later discussion with Staff, Lea Young, Council Ex-Officio for the Parks Board, suggested that the city create a full design for all of its rights-of-ways which could be phased, planned, budgeted, and executed annually, as possible, with or without the Grant.

This contract presented to City Council is for the expanded professional services of landscaping architecture conceptual design for the IH-20 TxDOT north and south service roads' rights-of-way within Willow Park's approximate city limit from Tricia Trail to Mikus Road; monument sign design and location recommendations; and, application completion and submittal of the 2025 TxDOT Green Ribbon Grant Program. This design will be divisible into phases which can be budgeted and completed annually, and may be submitted for annual application for the TxDOT Green Ribbon Grant.

This contract amount is not to exceed \$23,600 for professional services. These funds are currently available within the Parks Budget for Professional Services.

### **STAFF RECOMMENDATION:**

Staff recommend approval and execution of the Contract Proposal from Westwood Professional Services, Inc., for all services proposed, for a total of \$23,600, as presented.

### **EXHIBITS:**

- Westwood Professional Services, Inc.'s Contract Proposal w/ Exhibits

### **RECOMMENDED MOTION:**

**Motion to approve the Contract for Professional Services with Westwood Professional Services, Inc., as presented, in the amount not to exceed \$23,600.**