



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Jason Simpson, City Manager

Prepared by: Johnathan Oliver Skinner, Director of Community Services

Date: March 26, 2024

Subject: Community Service Master Plan Update Agreement with BerryDunn, LLC

Recommendation

Approve and authorize the City Manager to execute the Professional Services Agreement with BerryDunn in an amount not to exceed \$291,260 for CSD Master Plan Update in such final form as approved by the City Attorney and authorize the City Manager to execute change orders not exceeding a 10% contingency of \$29,126 for uncertainties and adjustments.

Background

The City's current Parks and Recreation Master Plan 2008-2030, adopted July 14, 2009, guides the provision of park facilities within the City. Many improvements and new projects addressed in the plan have been completed. Due to considerable increase in population and adoption of the Dream Extreme 2040 Plan, along with the ever-evolving recreation and leisure industry, an update to this plan is warranted.

An RFP was issued on December 18, 2023 soliciting the services proposals to conduct a Community Services Master Plan Update. Three firms were invited to an in-person interview on February 15. These firms (KTUA, RHA, and BerryDunn) were the only firms that were responsive to the RFP through PlanetBids. All three had extensive experience in this realm and in their proposals demonstrated professionalism and a capability to successfully complete the project. Cost proposals were not opened until scoring had been completed.

Discussion

Based on the scoring and the cost proposal, staff recommends proceeding with awarding the project to BerryDunn. The firm was founded in 1974 in Maine, has a team of 20 professionals, and has completed over 650 planning projects along with their sub-consulting partners. The team from BerryDunn was engaging, energetic, and demonstrated how they will use creativity and the

Master Plan Update Agreement

latest technology to gather information and data to produce a plan that will guide the City on how to best reach the residents for years to come.

The project will include a minimum of six (6) public meetings/workshops, attendance at three (3) city events, and engagement with City staff from all impacted departments along with key City partners. Draft documents will be provided for review at the 30/60/90 percent of completion phases. A final master plan document will be provided in hard and digital copies. The anticipated timeline is 12-14 months and the project team will consist of a diverse team of 10 professionals from BerryDunn, along with sub-consultants Kimley-Horn (landscape architect), and Etc Institute (market research).

Fiscal Impact

The current FY 23/24 capital budget includes \$500,000 for this project.

Attachments

Attachment 1- Professional Services Agreement
Exhibit A- Proposal
Exhibit B- Cost Proposal