



AGENDA MEMORANDUM

Future item for the City Council Meeting of January 16, 2018
Action item for the City Council Meeting of January 23, 2018

DATE: January 9, 2018

TO: Margie C. Rose, City Manager

THRU: Mark Van Vleck, Assistant City Manager
markvv@cctexas.com
(361) 826-3082

FROM: Valerie H. Gray, P.E., Executive Director, Public Works
valerieg@cctexas.com
(361) 826-3729

Jeff H. Edmonds, P. E., Director of Engineering Services
jeffrey@cctexas.com
(361) 826-3851

Jay Ellington, Director Parks & Recreation
jayell@cctexas.com
(361) 826-3476

<p><u>Professional Services Contract</u> Parks Master Plan Update</p>

CAPTION:

Motion authorizing the City Manager, or designee, to execute a professional services contract with Freese and Nichols of Corpus Christi, Texas in the amount of \$72,555 for the Parks Master Plan Update.

PURPOSE:

The purpose of this Agenda Item is to obtain authority to execute a professional services contract with Freese and Nichols, Inc. of Corpus Christi, Texas for the Parks Master Plan Update.

BACKGROUND AND FINDINGS:

This item provides for a minor update to the City's Park Master Plan that was last updated in 2012.

To qualify for Texas Parks and Wildlife Department (TPWD) funding the City is required to complete a major Parks Master Plan update every 10 years and a minor update every 5 years. TPWD matching funds are the City's primary source of capital funds. Typically, the state to local match is 80/20 for projects from the land and water conservation fund, and 50/50 for trails related funds.

Project Scope:

The updated Master Plan captures the accomplishments towards the previous plan and necessary revisions to goals and objectives of the Master Plan. The updated Master Plan captures new demographics, local developments, city standards, and existing resources. This plan is essential to assist

the Parks and Recreation Department to implement short and long-term planning, prioritization and project decisions that benefit the community by enhancing the local quality of life

The following is a summary of the Master Plan activities for the minor update:

- Conduct and participate in numerous meetings with Parks and Recreation Advisory Committee, operating department representatives, stakeholders, and local public regarding the needs, goals, and objectives of the community
- Update of parks inventory
- Update stated park goals and objectives
- Update of community park needs based on community developments, current demographics and uses, park upgrades, etc.
- Incorporating a new trail map to the Master Plan

The PMP update must be consistent with Texas Parks and Wildlife guidelines/requirements, and approved by City Council. The updated Master Plan enhances the City's opportunity to qualify and compete for state funding through the Texas Parks and Wildlife Department.

ALTERNATIVES:

1. Authorize execution of professional services contract. (Recommended)
2. Do not authorize execution of professional services contract. (Not Recommended)

OTHER CONSIDERATIONS:

Freese and Nichols, Inc. was selected for this project as a result of RFQ No. 2016-06 FY 2017 Capital Improvement Projects, Parks Master Plan and Continuation Bond Projects.

CONFORMITY TO CITY POLICY:

Complies with statutory requirements for professional services contracts, §2, Article 10 of the City Charter regarding contracts; Conforms to FY 2017-2018 Capital Improvement Planning (CIP) Budget.

EMERGENCY / NON-EMERGENCY:

Not applicable

DEPARTMENTAL CLEARANCES:

Parks and Recreation

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☒ Capital ☐ Not applicable

Fiscal Year 2017-2018	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Budget		\$77,055		\$77,055
Encumbered / Expended Amount				
This item		72,555		72,555
Future Anticipated Expenditures This Project		\$4,500		\$4,500
BALANCE		\$0		\$0

Fund(s): Community Park Enrichment Fund, Park and Recreation CIP

RECOMMENDATION:

City staff recommends the professional services contract be awarded to Freese and Nichols, Inc. of Corpus Christi, Texas in the amount of \$72,555 for the Parks Master Plan Update.

LIST OF SUPPORTING DOCUMENTS:

Project Budget
Location Map
Presentation
Form 1295
Contract