



## *Agenda Briefing*

---

**Date of Meeting:** 04/02/19

**Submitting Department:** Purchasing

**Date Submitted:**

**Prepared By:** Liz Lopresti

**Presenter:** Kevin Padgett

**Will there be a guest/visitor presenter who is not an employee?**      Yes      ×      No

**Guest/Visitor Presenter's first and last name:**

---

**Subject:**

Open Space and Parks Master Plan- Bid Award and Contract to Kimley-Horn

---

Agenda Briefing Form  
Page 2

**Type of Item:**

**Ordinance**

**Public Hearing**

**Resolution**

**Discussion & Direction**

× **Contract/Agreement**

**Other :**

---

**Executive Summary:**

The current Open Space and Parks Master Plan was completed in 2012, and is due to be updated. This update is necessary to take into account the many changes the City has gone through in the past 7 years, including the 146 widening project. The Contractor will review the current Parks Plan, and make updates based on review of current facilities, community input, and comparison to National Recreation and Park Association standards. Kimley-Horn and Associates was the vendor who was the best value for the City, based on the criteria outlined in the Request for Proposal.

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

Agenda Briefing Form

Page 3

**Background/Issue** (What prompted this need?):

The City's current Open Space and Parks Master Plan was completed in 2012, and is due to be updated.

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

Agenda Briefing Form  
Page 4

**Budget Analysis/Funding Comments:**

\$20,000 was budgeted for FY 2019. The balance will be budgeted for FY 2020.

---

**Expenditure Required: \$ 40,500**

**Budgeted?     Yes             No**

**If yes, Budgeted Amount: \$ 20,000**

**Source of Funds/Funding Account:**

**If not budgeted and approved, the following will be included in the next Budget Amendment:**

**Addition to Revenue Account: \$**

**Addition to Expenditure Account: \$**

**1295 Form Required?     Yes             No**

---

**Name of Applicant (if applicable):**

**Legal Description/Location (if applicable):**

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

Agenda Briefing Form  
Page 5

**Supporting Materials Attached:**

- |    |    |    |
|----|----|----|
| 1. | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |

---

**Recommended Placement on Agenda: BID AWARDS**

**Recommended Action:**

Approve award of RFP 2019-06 Open Space and Parks Master Plan to Kimley-Horn and Associates and execute contract for same.

---

**REVIEWED AND APPROVED BY:  
(as appropriate)**

DocuSigned by:  
*Elizabeth Lopresti*  
14EB8621E8FE447...

6/26/2019

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Attorney


\_\_\_\_\_  
Date

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

Agenda Briefing Form  
Page 6

\_\_\_\_\_  
Deputy City Manager

\_\_\_\_\_  
Date

DocuSigned by:  
  
\_\_\_\_\_  
B8CE768D777F40E...  
City Manager

6/27/2019  
\_\_\_\_\_  
Date

**Please add any other documents for your item here, instead of placing them in the AGENDAS folder in the P drive. Just click on the paperclip icon to the right and upload any documents you have for your item.**

**For example: Ordinance, Ordinance Attachment, Monthly Report, Spreadsheet, etc.)**

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.