

MEMORANDUM

To: City of Seguin Mayor and Council

From: Jack Jones, Director of Parks & Recreation

Through: Douglas Faseler, City Manager
Rick Cortes, Assistant City Manager

Subject: Resolution of the City Council of the City of Seguin, Texas approving the selection of Stantec Consulting Services, Inc. to develop a Parks, Recreation, Trails and Open Space Master Plan; directing staff to negotiate a professional services contract; and declaring an effective date.

Date: June 4, 2019

As approved in the 2018/2019 budget, \$100,000 has been allocated to develop a new Parks, Recreation, Trails and Open Space Master Plan. The current park master plan was completed by staff in-house in 2005 and updated in 2008. Typically, park master plans have a shelf life of 5-10 years. In reviewing the current park master plan, it is out-of-date, and most objectives have been accomplished. Developing a new Parks, Recreation, Trails and Open Space Master Plan using professional consulting services ensures that the City is competitive for future Texas Parks and Wildlife grant opportunities and that the master plan will address the current and future needs of parks in Seguin.

On March 15, 2019, the City began the formal professional services procurement process by issuing a Request for Proposals (RFP) document to select a consulting firm to create the master plan. Written proposals were due on April 16, 2019. The following 11 firms submitted their proposals for consideration by the deadline:

- Asakura Robinson Company
- Brandstetter Carroll, Inc.
- Dunaway Associates, L.P.
- Freese and Nichols, Inc.
- Gap Strategies
- GreenPlay LLC.
- Halff Associates, Inc.
- MRB Group
- Norris Design
- Rialto Studio, Inc.
- Stantec Consulting Services, Inc.

All proposals submitted in response to the published RFP were evaluated by a selection committee of City staff members based on the following criteria:

- References and experience with same or similar projects (40%)
- Qualifications of key personnel (30%)
- Firm's overall ability to meet and/or exceed the City's Scope of Services within budgetary limitations (20%)
- Demonstrated knowledge of the City's current needs and challenges (10%)

The initial proposal rankings were conducted by the Director of Parks and Recreation Jack Jones, Assistant Director of Parks and Recreation Crystal Miranda, Assistant Director of Planning and Codes Ismael Segovia, Engineer Technician Michael Sharp, and Purchasing Manager Twila Wood. After the initial proposal rankings were completed, City staff interviewed the top three scoring firms. Each firm was allowed up to 20 minutes to present their qualifications and up to 40 minutes for the selection committee to ask standard and various other questions. The following three firms were interviewed on May 23 as their initial proposal rankings were noticeably higher than the other eight firms that submitted proposals:

- Freese and Nichols, Inc.
- Halff Associates, Inc.
- Stantec Consulting Services, Inc.

The firms interviewed, including their key team members assembled for the project, were all excellent. Based upon the qualifications received and the interviews conducted, City staff recommends the selection of Stantec Consulting Services, Inc. to develop a new Parks, Recreation, Trails and Open Space Master Plan for Seguin. Overall, the selection committee determined that Stantec had assembled a strong team ensuring a master plan unique to Seguin that will address current and future community needs. In addition, Stantec had good ideas for garnering significant public input and participation in the park master plan process.

City Staff recommends approval of a Resolution of the City Council of the City of Seguin, Texas approving the selection of Stantec Consulting Services, Inc. to develop a Parks, Recreation, Trails and Open Space Master Plan; directing staff to negotiate a professional engineering services contract; and declaring an effective date.