

**BOARD OF ALDERMEN**

**ITEM NO. D(2)**

**AGENDA ITEM ABSTRACT**

**MEETING DATE: September 16, 2003**

**TITLE: Continue with Site Solutions as the Consulting Firm to Complete the Hillsborough Road Neighborhood Park Master Plan**

<b>DEPARTMENT: Recreation and Parks</b>	<b>PUBLIC HEARING: NO</b>
<b>ATTACHMENTS:</b> A. Unofficial Recreation and Parks Commission Minutes B. Resolution	<b>FOR INFORMATION CONTACT:</b> L. Bing Roenigk – 918-7300 Anita Jones-McNair – 918-7381

**PURPOSE**

The purpose of this agenda item is to seek approval from the Board of Aldermen to continue with the current consulting firm, Site Solutions to complete the master plan for Hillsborough Road Neighborhood Park.

**INFORMATION**

The Board requested during the August 21<sup>st</sup> meeting to reactivate the Hillsborough Road Park Design Committee to resolve the road issue, design the park and get community input. It is recommended that a consultant work along with the committee to complete the master plan. The Board, in moving forward with a master plan for Hillsborough Road Park, has two options at this time. One option, costing an estimated \$25,000, is to conduct a Request-for-Proposal to identify and hire a qualified consultant to conduct the master plan. The second option, described below, is to continue with the consultant hired to develop the Hillsborough Road Park Master Plan in July 2000.

Some funding is available from the master plan project that began in July 2000. At that time, the Town allotted \$25,000 for a master plan of this park. Site Solutions was awarded the bid and began the process. The firm developed a site analysis for the park, held the first public meeting and developed two pre-preliminary site plans. The project was then placed on hold because of the connector road. The Town was billed for \$12,500.

If the Board approves the current consultant, Site Solutions will review the analysis and site plans, then talk with the committee and staff on current direction. Next, they will host a public workshop, complete the preliminary master plan, hold another public workshop and provide a final plan. Site Solutions can provide the same services as proposed in 2000 and the Town will be billed the balance of \$12,500, along with possibly an additional charge for starting the project and the fact the proposal was written over three years ago. A total of \$20,456 (including the remaining \$12,500 balance) is designated and available within the Capital Projects Fund for the Hillsborough Road Park project.

**FISCAL IMPACT:** Continuing with the current consultant for the Hillsborough Road Park Master Plan will not require additional funds.

**ADMINISTRATION'S RECOMMENDATION**

Staff recommends that the Board of Aldermen approve up to \$20,456 within the Capital Reserve Fund for the Hillsborough Road Park Project and to continue with the current consultant to complete the Hillsborough Road Neighborhood Park master plan.