

BOARD OF ALDERMEN

ITEM NO. B(5)

**AGENDA ITEM ABSTRACT
MEETING DATE: November 9, 2004**

TITLE: Award of Contract for Professional Planning Services to Update the Recreation and Parks Comprehensive Master Plan

| | |
|--|--|
| DEPARTMENT: Recreation and Parks | PUBLIC HEARING: YES/NO |
| ATTACHMENTS: A. Resolution B. Unofficial Recreation and Parks Commission Meeting Notes C. Draft Agreement D. Budget Amendment | FOR INFORMATION CONTACT: Anita Jones-McNair - 918-7381 |

PURPOSE

The purpose of this agenda item is to consider awarding the contract to HadenStanziale to update the Recreation and Parks Comprehensive Master Plan. Town staff recommends that the Board adopt the attached resolution awarding the contract to HadenStanziale. The Board is also requested to approve a budget amendment appropriating funds for the Master Plan contract.

INFORMATION

The Recreation and Parks Master Plan Management Group (RPMPG) evaluated five proposals as a result of the RFQ announcement. Proposals were submitted by:

- Elam, Todd, d'Ambrosi – Cary, NC
- HadenStanziale – Charlotte and Durham, NC
- Hayes, Seay, Mattern & Mattern, Inc. – Mount Airy, NC
- McGuill Associates – Hickory, NC
- Site Solutions – Charlotte, NC

The committee ranked the proposals and three of the firms were interviewed: ETD, HadenStanziale and Site Solutions. The committee's recommendation is HadenStanziale. This recommendation is based on their expertise and written and verbal presentation. The committee feels this firm is the best fit for Carrboro. The Recreation and Parks Commission also supports this recommendation.

Their initial budget proposal was more than the Board allocation. Staff met with Jon Wood of HadenStanziale to review the budget and scope of services. The budget was adjusted to accommodate budgetary concerns. The \$5,000 fund request will cover the additional \$375 estimated to complete the plan, reimbursable expenses not to exceed \$2,500 and \$2,125 in contingency if additional community involvement or temporary support is needed to complete this project.

BUDGET IMPACT

Recreation and Parks Comprehensive Master Plan - \$20, 375
Reimbursable expenses not to exceed - \$2,500

Contingency - \$2,125
Total needed: \$25,000

The Board, in the previous year, had set aside \$20,000 in the Capital Reserve Fund for the Parks Master Plan. An additional \$5,000 is being transferred from contingency to cover the remaining funds needed.

RECOMMENDATION

Town staff recommends that the Board of Aldermen adopt the resolution authorizing the Town to enter into a contract with HadenStanziale to render professional planning services for the Recreation and Parks Comprehensive Master Plan. The Board is also requested to approve the budget amendment as requested.