

CITY OF HIGH POINT

AGENDA ITEM



Title: Comprehensive Master Plan RFQ – Parks and Recreation

From: Lee Tillery –Parks and Recreation Director

Meeting Date: November 20, 2017

Public Hearing: N/A

Advertising Date: October 2, 2017

Advertised By: HPE

Attachments: Formal Bid Recommendation

PURPOSE:

The Parks and Recreation Department recommends the approval of the RFQ process and selection of McAdams Company to assist with this plan. The purpose of this plan is to review and evaluate the role Parks and Recreation plays in the community, respond to changes in the last decade, and propose a detailed plan on how to address future needs within the Department. The final plan should serve as an active planning document that will guide us in future programming, infrastructure needs, budgeting and meeting citizen expectations for Parks and Recreation at a high level.

BACKGROUND:

On November 3, 2017, seven proposals were received in response to our Request for Qualifications (RFQ) for the Comprehensive Master Plan for the Parks and Recreation Department. A selection team composed of six employees within the Department evaluated all proposals and respectively graded each firm according to our needs. On Friday, November 10, we interviewed the top two firms for a more in-depth evaluation. Our selection committee then recommended McAdams Company to move forward with this Plan. The Parks and Recreation Advisory Commission unanimously endorsed this recommendation as well at their November 13, 2017 meeting.

BUDGET IMPACT:

Funds are included in the 2017-18 Annual budget.

RECOMMENDATION / ACTION REQUESTED:

The Parks and Recreation Department recommends Council endorse the RFQ selection process and authorize the City to move forward with contract negotiations with McAdams Company to execute this Master Plan.