



Legislation Details (With Text)

**File #:** 24-0349      **Version:** 1      **Name:** 4/1/24 PSA with OHM for Asset Management Plan  
**Type:** Resolution      **Status:** Passed  
**File created:** 4/1/2024      **In control:** City Council  
**On agenda:** 4/1/2024      **Final action:** 4/1/2024  
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**Title:** Resolution to Recommend Approval of a Professional Services Agreement with OHM Advisors to provide Parks with an Asset Management Plan and Appropriate Necessary Funds (\$729,104.00) (8 Votes Required)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. OHM ADVISORS - Professional Services Agreement (PSA).pdf

Date	Ver.	Action By	Action	Result
4/1/2024	1	City Council	Approved	Pass

Resolution to Recommend Approval of a Professional Services Agreement with OHM Advisors to provide Parks with an Asset Management Plan and Appropriate Necessary Funds (\$729,104.00) (8 **Votes Required**)

The Parks and Recreation Service Area has been reacting to several unplanned for projects over the last few years. Unplanned projects cause a strain on Park resources, both staff time, and funding. To have a sustainable future, Parks needs to have a better understanding of future upcoming projects. Being able to plan for known projects, will allow Parks to properly allocate resources, and look for outside funding such as grants and partnerships. An Asset Management Plan is an important tool that can be used to forecast future needs.

Parks solicited proposal from qualified consultants to complete an Asset Management Plan for the City’s parks and park facilities. The purpose of an Asset Management Plan is to assess the current condition of park assets, determine the end of life of assets, and estimate the cost of replacement and repair of assets to help Parks get a clear picture of what needs to be done to maintain an expected level of service for the community. The final deliverable for this project will be a model that staff can use to plan for upcoming projects and expenditures, identify funding gaps, and help us understand how we are spending resources across the city to ensure equity.

Request for Proposal (RFP) #23-67 was released on November 17, 2023 and proposals were due on December 12, 2023. One firm, OHM Advisors, submitted a proposal in response to the RFP. City Staff reviewed the proposal, interviewed with the OHM Advisors team, and were able to ask pertinent questions regarding the project. After discussing the project, staff felt that OHM Advisors would be able to successfully complete the parks Asset Management Plan. Discussions between OHM Advisors and City Staff have taken place to coordinate inventory of assets to be assessed as part of this project.

The fee proposal for the Parks Asset Management Plan is for \$729,104.00. The fee proposal

includes a \$100,000.00 software cost, but that is not being asked for at this time. During the development of the Asset Management Plan, Parks will work with OHM Advisors to select a software platform that will be of most benefit to park planning and operations.

The Asset Management Plan is anticipated to begin in Spring of 2024 and wrap-up by Fall 2025.

Budget/Fiscal Impact:: Funding is available through the Park Maintenance and Capital Improvement fund balance for this work. A 10% contingency (\$72,910.40) is requested to cover potential change orders to be approved by the City Administrator. It is requested that a \$729,104.00 contract and contingency amount be approved for the life of the project without regard to fiscal year.

Prepared by: Adam Fercho, Landscape Architect / Park Planner

Reviewed by: Josh Landefeld, Parks & Recreation Services Manager  
Derek Delacourt, Community Services Area Administrator

Approved by: Milton Dohoney Jr, City Administrator

Whereas, Parks and Recreation is continually reacting to unplanned for projects, which require resources of both staff time and funding;

Whereas, an Asset Management Plan is an important tool to provide a clear picture of future needs;

Whereas, Request for Proposal #23-67, the Parks Asset Management Plan, was published on November 17, 2023, with proposals due on December 12, 2023;

Whereas, OHM Advisors provided the only proposal for the Parks Asset Management Plan, with a fee of \$729,104.00;

Whereas, Staff reviewed the OHM Advisors proposal, interviewed the Asset Management Team, and have coordinated which assets are to be included in the Asset Management Plan;

Whereas, Work is anticipated to begin in Spring of 2024, and be completed by Fall 2025; and

Whereas, that on February 27, 2024, the Park Advisory Commission unanimously recommended Council approve the Professional Services Agreement with OHM Advisors to provide Parks with an Asset Management Plan (729,104.00) and a 10% design contingency (\$72,910.40);

RESOLVED, That City Council approves a Professional Services Agreement with OHM Advisors to provide Parks with an Asset Management Plan (\$729,104.00);

RESOLVED, That City Council appropriate \$729,104.00 from the Park Maintenance and Capital Improvements Millage fund balance to the Park Maintenance and Capital Improvements Millage for this project;

RESOLVED, That City Council approves and appropriates a ten percent (10%) contingency in the amount of \$72,910.40 from the Park Maintenance and Capital Improvements fund balance for the Professional Services Agreement with OHM Advisors, subject to City Administrator approval;

RESOLVED, That all amounts authorized herein are without regard to fiscal year; and

RESOLVED, That the City Administrator be authorized to take the necessary administrative actions to implement this resolution.