

..Title

Attached for review and action is a resolution to recommend approval of a professional Services Agreement with OHM Advisors to provide Parks with an Asset Management Plan (\$729,104.00).

..Memorandum

The Parks and Recreation Service Area has been reacting to several unplanned 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 Milage

fund 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.

..Staff

Prepared by: Adam Fercho, Landscape Architect / Park Planner
Reviewed by: Josh Landefeld, Parks & Recreation Services Manager

..Body

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 an 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.

Whereas, Funding for the Asset Management Plan is available in the Park Maintenance and Capital Improvement Milage fund for this work;

RESOLOVED, That the Park Advisory Commission recommends City Council approves a 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).