

## **..Title**

Resolution to recommend approval of a Professional Services Agreement with Agency Landscape + Planning, LLC for the development of the Five Year Parks Recreation and Open Space Plan (RFP #25-51) (\$443,000.00).

## **Memorandum**

Attached for your review and action is a resolution to recommend approval of a Professional Services Agreement with Agency Landscape + Planning, LLC (Agency Landscape +Planning) to assist the Ann Arbor Parks & Recreation Services Unit with the development of the 2028–2032 Park and Recreation Open Space (PROS) Plan.

The PROS Plan is the guiding planning document for the City’s park and recreation system, providing a long-term vision for services, programs, parkland, facilities, and open space. The Parks and Recreation Services Unit updates the PROS Plan every five years to maintain eligibility for Michigan Department of Natural Resources (MDNR) funding, which has provided millions of dollars for park improvements and land acquisition. This Plan will replace the 2023–2027 PROS Plan.

Historically, the PROS Plan has functioned primarily as a goal-setting and reporting document. For the 2027–2032 update, Parks is undertaking a more comprehensive effort in response to several significant challenges facing the system. In recent years, the City has completed—or is in the process of completing—major planning efforts, including the Asset Management Plan and the ADA Transition Plan, which together identify substantial long-term capital needs and financial commitments. While these studies provide critical information, they also raise complex questions about how to prioritize investments, allocate limited resources, and maintain service levels moving forward.

The 2028–2032 PROS Plan will build on this work by providing a broader decision-making framework to guide future investments and policy choices. A central component of the effort will be a comprehensive community needs analysis evaluating the park and recreation system, including parks, facilities, trails, green spaces, and partner-managed assets. Through extensive community engagement, data analysis, and peer benchmarking, the Plan will identify system strengths, challenges, and unmet needs, helping establish clear priorities that align available resources with community expectations.

The PROS Plan process is anticipated to be completed by December 2027, ensuring the City meets MDNR recreation planning requirements. MDNR has established a February 1, 2028 deadline for submission of the 2028–2032 PROS Plan to maintain grant eligibility.

## **Procurement**

Request for Proposal (RFP) #25-51 was released on November 5, 2025, and advertised on the Michigan Inter-Governmental Trade Network and the City of Ann Arbor

Purchasing website. Five firms submitted proposals. Following proposal review, three teams were selected for interviews. After the interview process, the selection committee—comprised of five City staff—recommended Agency Landscape + Planning as the consultant for development of the 2028–2032 PROS Plan.

**Budget/Fiscal Impact:**

Funding is available in the approved Park Maintenance and Capital Improvement Millage Fund budget. A 15% design contingency (\$66,450) is requested to cover potential contract change orders to be approved by the City Administrator. It is requested that the \$443,000.00 contract and contingency amount be approved for the life of the project without regard to fiscal year.

**Staff**

Prepared by: Adam Fercho, Landscape Architect Capital Project Manager  
Approved by: Josh Landefeld, Parks & Recreation Services Manager

**Body**

Whereas, the Parks & Recreation Services Unit utilizes a five-year Park and Recreation Open Space (PROS) Plan to help set goals and guide the direction of the park system, as well as apply for Michigan Department of Natural Resource grant opportunities;

Whereas, the current 2023-2027 PROS Plan will expire at the end of 2027, requiring a new PROS plan to be submitted to and approved by the Michigan Department of Natural Resources (MDNR) in February 1, 2028;

Whereas, the Parks & recreation Services Unit will be undertaking a more comprehensive PROS Plan effort in response to several significant challenges facing the system;

Whereas, Parks received five proposals in response to RFP# 25-51, issued on November 5<sup>th</sup>, 2025, for a consultant to help develop the 2028-2032 PROS Plan;

Whereas, Agency Landscape + Planning, LLC was recommended by the selection committee to be awarded a Professional Services Agreement for the development of the 2028-2032 PROS Plan in the amount of \$443,000.00;

Whereas, Funding for this project is available from the approved Park Maintenance and Capital Improvement Millage Fund; and

RESOLVED, That the Park Advisory Commission recommends City Council approve a Professional Services Agreement with Agency Landscape + Planning LLC. in the amount of \$443,000.00 with a 15% design contingency of \$66,450 (15%) for development of the 2028-2032 Park & Recreation Open Space (PROS) Plan;