



To: Board of Parks and Recreation
From: Mark Heintz – Director of Parks and Recreation
Date: July 18, 2023
Re: Parks and Recreation Master Plan Professional Services Consultant

After direction from the Park Board earlier this year, staff sought proposals for a five-year comprehensive parks and recreation master plan from professional service consultants. Five proposals were submitted. A review team of five Town employees - administrative employees from the parks and recreation department (3) and from the Town Manager's office (2) graded the proposals with the following scores.

FIRM	Anderson	DiTommaso	Heintz	Higgins	Dark	TOTAL	RANKING
American Structurepoint	80	86	76	92	90	424	2
Design Perspectives	74	68	65	90	80	377	5
HWC Engineering	93	89	78	96	84	440	1
Pros Consulting	74	70	70	93	74	381	4
Troyer Group	91	93	64	92	71	411	3

From these scores, staff has identified HWC Engineering as the preferred consultant to complete this plan for the Parks and Recreation department. I am distributing to you today hard copies of the proposals from the five firms for your review prior to the August Park Board meeting.

At the August meeting, we will ask for your approval to select the identified consultant and to allow me to negotiate and define the exact scope of work we want from the consultant. These proposals may give you some ideas such as to certain amounts of meetings, public input gathering method(s), site master plans, etc. so we can define that with a selected consultant as a contract is finalized.