



To: Board of Parks and Recreation
From: Mark Heintz – Director of Parks and Recreation
Date: August 15, 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 distributed hard copies of the proposals from the five firms for you to review at the July 18th Park Board meeting.

Recommendation: Based upon review of the proposals and the scoring above, staff is recommending that we select HWC Engineering as the preferred consultant and to allow the Director to negotiate and define the exact scope of work we want for the master plan in a not to exceed amount of \$70,000.