



To: Board of Parks and Recreation  
From: Mark Heintz – Director of Parks and Recreation  
Date: October 21, 2025  
Subject: Professional Services agreement

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In order to effectively implement park improvement projects identified in the Town's Parks and Recreation Master Plan, as well as projects funded through bond initiatives or other capital improvement sources, it is necessary to engage an engineering firm through an on-call professional services contract, on an as-needed basis.

This type of agreement offers a number of benefits that support the Town's ability to deliver high-quality park improvements in a timely and cost-effective manner:

#### 1. Flexibility and Responsiveness

An on-call agreement allows the Town to access engineering expertise as project needs arise, without the delays associated with initiating a full procurement process for each individual task. This streamlined approach enables staff to respond quickly to new opportunities or challenges, keeping projects on schedule and within scope.

#### 2. Expertise and Specialized Knowledge

Many of the projects envisioned in the Parks and Recreation Master Plan involve engineering elements that require specialized knowledge and experience. Partnering with a consultant that has proven capabilities in park planning and design ensures that projects are completed to the highest standards of safety, sustainability, and usability.

#### 3. Efficient Use of Staff Resources

Given the workload of Town staff and the time-consuming nature of some capital projects, engaging a consultant helps to supplement internal capacity. This enables staff to focus on several other responsibilities while still advancing multiple improvement initiatives concurrently.

#### 4. Expedited Project Delivery

Time is often a critical factor in delivering capital improvements—whether to meet bond timelines, construction season availability, or community expectations. The use of an experienced engineering firm can accelerate the design and implementation process, helping the Town move more quickly from concept to construction.

## 5. Cost-Effectiveness

By contracting services on an as-needed basis, the Town pays only for services rendered, without committing to long-term or full-time consultant arrangements. This allows for more efficient use of public funds while maintaining access to high-quality professional support for the various projects that are desired by the Town. By engaging with HWC Engineering, there is already familiarity with many of these projects since they completed the parks and recreation master plan.

Establishing an on-call professional services contract with an engineering firm is a strategic approach to ensure successful park improvement projects. It provides flexibility, enhances our technical capacity, and supports timely and cost-effective project delivery. We recommend moving forward with this contract to better position the Town for success in implementing its parks and recreation goals.

### Recommendation:

Pending review by the attorney, staff recommends the approval of the professional services agreement with HWC Engineering as presented and seeks authorization to sign the agreement.