



Legislation Details (With Text)

**File #:** 23-4037      **Version:** 1      **Name:**  
**Type:** Action Item      **Status:** Passed  
**File created:** 10/6/2023      **In control:** Town Council Meeting  
**On agenda:** 10/23/2023      **Final action:** 10/23/2023  
**Title:** Request approval for spending \$236,230 with Kimley-Horn for Park System Master Plan

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 1. Regulatory Requirements - Park Master Plan 10.23.23, 2. 2. RFP 23-42 Park System Master Plan, 3. 3. Town Owned Properties - Updated 7.23.22, 4. 4. Kimley-Horn Proposal - 1 of 2, 5. 5. Kimley-Horn Proposal - 2 of 2, 6. 6. Town Council Questions, 7. 7. Park System Master Plan Response to Comments and Detailed Scope

Date	Ver.	Action By	Action	Result
10/23/2023	1	Town Council Meeting	approved	Pass

**Subject:**

Request approval for spending \$236,230 with Kimley-Horn for Park System Master Plan

**DATE(S) OF PRIOR COUNCIL CONSIDERATION OF THIS ISSUE:**

- 9/23/19 - CIP Conference session - 2020 bond
- 11/4/19 - Set public hearing for bond issuance
- 12/9/19 - Public hearing for bond issuance
- 2/24/20 - Council approved bond sale
- 3/10/20 - Bond sale
- 10/2/23 - Request approval for spending \$236,230 with Kimley-Horn for Park System Master Plan - Council deferred agenda item to 10/23/23

**EXPLANATION AND SUMMARY :**

The Parks & Recreation Department has a strong commitment to provide fair and just access to high-quality parks, green space, recreation facilities and programs for all members of the community. The Park System Master Plan will set a vision to guide long-term future development, re-development and improvements to the Town’s parks systems, open space, trails and recreation facilities over the next 5 to 10 years. The project will include developing and implementing a public participation and engagement strategy for the process. The project will also update the inventory of existing parks, open space and trails, and provide a conditions report for each park and its facilities. The Park System Master Plan will include extensive public engagement and outreach to include statistically valid surveys, stakeholder interviews and community workshops. The consultant will provide a system-wide approach in order to develop goals, policies and guidelines and prioritize strategies based on current and future funding scenarios.

All Town parks will be included in the Park System Master Plan along with the Robinson property, which Council identified for recreational use purposes. The Town also owns several properties not currently identified for park/recreation use that can be considered for park/recreational purposes in the Park System Master Plan. This listing of Town parks and Town-owned property is provided on page 12 & 13 of RFP 23-42. As part of the project, a conceptual assessment and site plan will be provided for the Robinson Property. Three potential options will be developed for the use of this site, for discussion with staff and council.

The Vienna Department of Parks and Recreation requests approval to spend \$236,230 utilizing RFP 23-42 for the Parks System Master Plan.

Four (4) proposals were received for RFP 23-42 for the Park System Master Plan and three (3) vendors were selected for interview by the evaluation committee. Of those three proposals, Kimley-Horn was the selected offeror with a total proposal amount of \$236,230.

Please note that a request for proposal (RFP) does not provide exact specifications to vendors for bidding purposes. The Town provided a general idea of it wanted to accomplish with the Park System Master Plan, and asked the marketplace to provide the Town with solutions that best fit its needs. An award is made to the solution that best fits the Town's needs based on evaluation criteria listed in the RFP. The procurement officer then negotiates the contract price with the successful offeror. The initial budget for the project was \$100,000, but in checking with other localities, this sort of project with a comprehensive plan would cost more than that. The overage can be covered by 2022 CIP funds.

At the October 2, 2023 Council meeting, council had a number of questions directed to David Samba with Kimley-Horn regarding the scope of work of the project. Council voted to defer the agenda item to October 23, 2023 to allow Mr. Samba an opportunity to respond to their questions. Director Herman sent an email to council on October 3, 2023 requesting council provide their questions to her by close of business October 6, 2023. Jerry Amacker, Purchasing Agent, provided Mr. Samba with a list of council questions on October 8, 2023 with a response deadline to him by 5 p.m. October 13, 2023. Attachment #5 includes council questions.

**Strategic Plan Initiative:** Vienna as an environmentally sustainable, complete and engaged community.

**Board or Commission of Interest:** Conservation & Sustainability Commission

**Departmental Recommendation :** Recommend approval of spending.

**Finance Recommendation :** Recommend approval

**Purchasing Recommendation :** Recommend approval.

**Town Attorney Recommendation :** The Town has solicited proposals for the proposed Parks Master Plan and the Town Council may award the contract to the company recommended by the selection

committee in its discretion.

**Town Manager's Recommendation** : I recommend the Town Council approve the spending of funds with Kimley-Horn for a Parks System Master Plan, as presented.

Cost and Financing: \$236,230

Account Number: 300-000-0000-39490-48801

Prior Funding Approval: *CIP Budget (2022) Project Code: 722PKMP034*

Decision Needed by This date: Oct. 23, 2023

**PROPOSED/SUGGESTED MOTION**

"I move to approve the spending of \$236,230 with Kimley-Horn for a Parks System Master Plan as indicated in this report."

Or

Other action deemed necessary by Council.