



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Procurement  
**ACM:** Cassey Ogden  
**DATE:** March 19, 2024

### **SUBJECT**

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a Professional Services Agreement with E Brooke Associates LLC., for professional design services for Audra Oaks Park Master Plan for the Parks and Recreation Department as set forth in the contract; providing for the expenditure of funds therefor; and providing an effective date (RFQ 7850-008 – Professional Services Agreement for professional design services awarded to E Brooke Associates LLC., in the not-to-exceed amount of \$51,465.00).

### **STRATEGIC ALIGNMENT**

This action supports Key Focus Area: Strengthen Community and Quality of Life.

### **INFORMATION/BACKGROUND**

The City of Denton Parks and Recreation Department owns a 5.19-acre developed undeveloped located at 1602 Audra Lane, Denton, TX 76209. The proposed project will consist of public engagement, needs assessment, conceptual designs, construction documents, probable cost for the development, and grant writing. This information will become part of the master plan for improvements for the park, which could include items such as, but not limited to a loop trail, playground, pavilion, and typical park amenities.

The Parks, Recreation, and Trails System Master Plan was adopted by the City Council on March 1, 2022. This agreement is vital in future planning for Parks and Recreation and its mission to serve and meet the community's needs.

Request for Qualifications for landscape architect services for the Parks and Recreation Department was solicited using the City's formal solicitation process. City Council approved a pre-qualified list of professional service firms on February 1, 2022 (Ordinance 22-192).

### **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On February 1, 2022, City Council approved RFQ 7850 for a prequalified list of firms for landscape architect services (Ordinance 22-192).

### **RECOMMENDATION**

Award a contract with E Brooke Associates LLC., for design services for the Audra Oaks Park Master Plan for the Parks and Recreation Department, in a not-to-exceed amount of \$51,465.

## **PRINCIPAL PLACE OF BUSINESS**

E Brooke Associates LLC.  
Aubrey, TX

## **ESTIMATED SCHEDULE OF PROJECT**

This project will be started upon approval with a completion date within twelve (12) months.

## **FISCAL INFORMATION**

These services will be funded from Park Development Funds in project account 400361916. Requisition #161810 has been entered into the Purchasing software system in the amount of \$51,465. The budgeted amount for this item is \$51,465.

## **EXHIBITS**

Exhibit 1: Agenda Information Sheet  
Exhibit 2: Ordinance and Contract

Respectfully submitted:  
Lori Hewell, 940-349-7100  
Purchasing Manager

For information concerning this acquisition, contact: Caroline Seward, 940-349-8271.

Legal point of contact: Marcella Lunn at 940-349-8333.