



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

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 projects related to site planning and parks and trails design services for the City of Denton 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 7850-010 – Professional Services Agreement for design services awarded to E Brooke Associates LLC, for one (1) year, with the option for four (4) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$1,000,000.00).

STRATEGIC ALIGNMENT

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

INFORMATION/BACKGROUND

On March 1, 2022, the Parks, Recreation, and Trails System Master Plan (PRTSM) was adopted by City Council. The Park Planning Division for the Parks and Recreation Department assists with the management, coordination, and execution of various projects proposed within the PRTSM. Some projects require design services, and depending on the scope, specialty, or staff availability, they will either be managed in-house or outsourced for design.

Over the past year, the Parks and Recreation Department (PARC) has collaboratively worked with the Engineering Department to internally provide civil engineering design services to reduce design costs. However, the absence of a licensed in-house architect specializing in general park site design necessitates external support. Although PARC has certified staff capable of irrigation site designs, their primary responsibilities elsewhere hinder effective monitoring and control of numerous park maintenance and planning projects. Furthermore, Park Planning staff has assumed the role of General Contractor (GC) to cut costs and redirect funding toward construction work.

As the volume of projects grows, internal staff faces limitations on time, prompting the city's need for professional site design services to streamline project management. This contract will be used to perform design services and create construction plans relating to landscape, irrigation, and other site design needs for parks, greenways, and trails. While the exact amounts will vary depending on project requirements, staff anticipates allocating funds for these services annually. This contract is expected to accelerate the design process and facilitate the timely delivery of completed projects for the benefit of the community.

Year 1	Year 2	Year 3	Year 4	Year 5	Total
\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
				Contingency	250,000
				Total	\$1,000,000

RECOMMENDATION

Award a contract with E Brooke Associates LLC, for projects related to site planning and parks and trails design services for the City of Denton for the Parks and Recreation Department, in a one (1) year, with the option for four (4) additional one (1) year extensions, in a total five (5) year not-to-exceed amount of \$1,000,000.

PRINCIPAL PLACE OF BUSINESS

E Brooke Associates LLC
Aubrey, TX

ESTIMATED SCHEDULE OF PROJECT

This is an initial one (1) year contract with options to extend the contract for four (4) additional one (1) year periods, with all terms and conditions remaining the same.

FISCAL INFORMATION

The City will only pay for services rendered and is not obligated to pay the full contract amount unless needed. Funds will be used from various sources, such as Park Dedication and Development Funds, Capital Improvement, or Capital Maintenance accounts. Funds may also be used from other City Departments requiring the services listed within the contract.

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: Jason Donnell, 940-349-8275.

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