

Mayor and Council Communication

DATE: 03/25/25

M&C FILE NUMBER: M&C 25-0275

LOG NAME: 80DUNAWAY CONSULT SERVICES

SUBJECT

(ALL) Authorize Execution of a Professional Services Agreement with Dunaway Associates, LLC, in an Amount Not to Exceed \$327,000.00 for Consultant Services Related to the Development of the Aquatics Facilities Master Plan and Community Center Facility Master Plan, Adopt Appropriation Ordinance, and Amend Fiscal Years 2025-2029 Capital Improvement Program

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the execution of a professional services agreement with Dunaway Associates, LLC, in an amount not to exceed \$327,000.00 for consultant services related to the development of the 2025 Aquatics Facilities Master Plan and Community Center Facility Master Plan;
 2. Adopt the attached appropriation ordinance adjusting estimated receipts and appropriations in the General Capital Projects Fund by decreasing estimated receipts and appropriations in the PARD Maintenance & Replacement Programmable project (City Project No. P00133) in the amount of \$350,000.00, and increasing estimated receipts and appropriations in the PARD Studies Programmable project (City Project No. P00119) by the same amount to reprogram funding sources and to make funds available for Park & Recreation Department Master Plans; and
 3. Amend the Fiscal Years 2025-2029 Capital Improvement Program.
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DISCUSSION:

The purpose of this Mayor and Council Communication (M&C) is to authorize the execution of a Professional Services Agreement for consultant services related to the development of the Aquatics Facilities Master Plan and Community Center Facility Master Plan.

Under the professional services agreement, Dunaway Associates LLC (Dunaway) will develop an Aquatics Facilities Master Plan and a Community Center Facility Master Plan to guide in the site selection, new construction and/or renovation to these City amenities. During the development process, Dunaway will include public engagement, within the city's park planning districts, and with key special interest groups. Overview of plan intents:

- Aquatics Facilities Master Plan to include analysis of the current City aquatics inventory including public and private facilities, develop prioritizing criteria for locating new facilities, evaluate peer cities' level of service and define aquatic tiers and facility types.
- Community Center Facility Master Plan to include assessment of centers built before 2014, map service areas of existing facilities, identify service gaps, develop prioritizing criteria for locating new facilities, evaluate peer cities' level of service and prioritize locations for new centers

This planning effort will begin in the Spring of 2025 and will be completed by end of the Fall of 2025.

Funding for this project was not included in the Fiscal Years (FY) 2025-2029 Capital Improvement Program due to the pending status of the Request for Proposals. The action in this M&C will amend the FY2025-2029 Capital Improvement Program as approved in connection with Ordinance No. 27107-09-2024.

Funding is budgeted in the General Capital Projects Fund in the PARD Maintenance & Replacement Programmable project for the purpose of appropriating in the PARD Studies Programmable project to fund the 2025 Aquatics - Comm Center project.

The Business Equity Division placed a 7.60% business equity goal on this solicitation/contract. Dunaway plans to exceed the goal with a 21.18% participation, meeting the City's Business Equity Ordinance. Any changes in subcontractors will be reviewed by the Business Equity Division.

The plans and associated facilities are located in ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are currently available in the PARD Maintenance & Replacement programmable project within the General Capital Projects Fund and upon approval of the above recommendations and adoption of the attached appropriation ordinance, funds will be available in the General Capital Projects Fund for the 2025 Aquatics - Comm Center project to support the approval of the above recommendations and execution of the agreement. Prior to an expenditure being incurred, the Park & Recreation Department has the responsibility of verifying the availability of funds.

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