

## A G E N D A



## Recommendation for Council Action (CMD)

Austin City Council

Item ID:

20299

Agenda Number

11.

Meeting Date:

December 6, 2012

Department:

Contract Management

## Subject

Authorize the execution of a professional services agreement with BRANDSTETTER CARROLL, INC., for RFQ Solicitation CLMP101A, to provide professional services for the Aquatic Facilities Strategic Master Plan project in the amount of \$250,000.

## Amount and Source of Funding

Funding is available in the Fiscal Year 2012-2013 Approved Capital Budget of the Parks and Recreation Department.

## Fiscal Note

A fiscal note is attached.

**Purchasing Language:**

Brandstetter Carroll, Inc. was deemed the most qualified firm out of four (4) firms evaluated through the City's qualification-based selection process.

**Prior Council Action:**

August 16, 2012- Council authorized negotiation of a professional services agreement with Brandstetter Carroll, Inc.

**For More Information:**

Rey Hernandez 974-9464; Rolando Fernandez 974-7749; April Thedford 974-6716; April Shaw 974-7141.

**Boards and Commission Action:**



**MBE / WBE:**

This contract will be awarded in compliance with Chapter 2-9B of the City Code (Minority Owned and Women Owned Business Enterprise Procurement Program) by meeting the goals with 15.84% MBE and 15.80% WBE subconsultant participation.

**Related Items:**

## Additional Backup Information

The City of Austin commenced construction of aquatic facilities in the early 1930s. In principle, the existing aquatic facilities of the Parks and Recreation Department (PARC) were planned to operate for fifty years and most aquatic facilities are approaching or have exceeded their operating life span. The Aquatic Facilities Strategic Master Plan will provide PARC a guide to address existing facility needs and future development of aquatic facilities in the Austin area.

On August 16, 2012, Council authorized negotiation of a professional services agreement with Brandstetter Carroll, Inc. and directed staff to return to Council for their consideration of the execution of the professional services agreement. The professional services agreement provides for the consultant's scope of services to be divided into six (6) phases for development of the Strategic Master Plan:

- Phase A, the Planning and Context Phase, will focus on gathering information, including neighborhood demographics and land use, PARC aquatic pools history including fees assessed, pool transportation accessibility, zoning land use and environmental regulations, previous studies and reports and budget and capital improvements analysis of existing facilities.
- Phase B, the Inventory and Analysis Phase, will focus on completing reviews and conditions assessments of each existing aquatic facility in PARC's inventory, in addition to a review of programs at each facility and existing use agreements and partnerships. Phase B includes service area mapping for each facility, to identify existing levels of service and any service 'gaps' based on population density and neighborhood boundaries.
- Phase C, the Needs Assessment Phase, will focus on gathering public input through neighborhood workshops, random household surveys and web based surveys. The consultant will work with the public facilitation consultant, who will be hired under separate contract with PARC, to complete tasks identified in this phase.
- Phase D, the Strategic Plan Phase, will use information gathered in previous phases to define the vision, goals and objectives for moving forward in addition to identifying short and long term goals and strategies for facilities and programs.
- Phase E, Physical Planning and Preliminary Recommendations Phase, will focus on applying the strategic plan to specific facilities and will include developing individual facility recommendations, pro-typical concept plans to illustrate recommendations and cost estimates for each facility recommendation. Phase E will also prioritize capital improvements.
- Phase F, the Action Plan Phase, will incorporate findings and recommendations from previous phases into a detailed Facility Action Plan. The plan will incorporate a time line integrating short and long term goals, identification of current and future operations and capital improvement funding options and will include all Council Directives and historical fee base usage and charges. Phase F will conclude with a final Strategic Master Plan report and presentation to PARC, Parks Board and City Council.

The Strategic Master Plan that results from this effort shall be used as a marketing tool to generate public interest, support, funding, and design efforts for future development of aquatic facilities and associated uses. The consultant will work in partnership with the City of Austin Corporate Public Information Office and with an independent public facilitation consultant under separate contract with PARC.

This request allows for the execution of the agreement with Brandstetter Carroll, Inc. Staff has formalized the project scope, negotiated a fee proposal which includes completion of the six phases identified in the scope for a not to exceed contract amount of \$250,000 and requests authority to execute the agreement.

Brandstetter Carroll, Inc., is located in Lexington, KY.