

Office of the City Manager

City of Richland Hills, Texas

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Eric Strong
Date: January 7, 2014
Subject: Request for Qualifications

Council Action Requested:

Discuss RFQ's for Park Planning and Community Center Study

Background Information:

We have recently published Requests for Qualifications for two projects. The projects are: (1) Park Planning Services and (2) A Community Multi-Purpose Facility Feasibility Study.

We would like to give a brief overview of each of these RFQ's, the intended deliverables - or end results of each process, and discuss next steps with you.

Normally, we would take these RFQ's to one or more of the Committees of the Council prior to putting them on a City Council agenda. However, these are both a little unique, in that they are both directly connected to four of the five Committees (Finance, Community Enrichment, Community Development and Infrastructure). As such, we would like for you to consider having a special called City Council Planning Meeting sometime during the week of January 13th to go over these RFQ's, as well as a few other planning items. This will allow us to be more efficient and go over things in more detail with the entire group, since you are all on at least one of the Committees.

A summary of the two RFQ's is found below. I will send the complete set of proposals we received to each of you under a separate cover prior to the Council meeting. While we don't want to dive into all of the specifics of each RFQ at this Council meeting (we would like to reserve specific details for the planning meeting), it will be helpful to you to have seen the responses prior to the Council meeting.

PARK PLANNING

On November 15, 2013, we accepted Requests for Qualifications for Park Planning services. The scope of work included in the RFQ included master planning the entire parks system. Part of the necessary process will also include public outreach and participation and an evaluation of the condition and amenities of the existing Parks.

The end result of this process will provide us with a series of options for improvements in each of the various parks, with included cost estimates for the various alternatives. Once we have identified the specific amenities and improvements, we will be able to move forward with the preparation of construction plans and specifications for projects.

We received three proposals for the Parks Planning. They were from: (1) Schrickel, Rollins and Associates, (2) Halff, and (3) Baker-Aicklen.

COMMUNITY CENTER

We also recently accepted Qualifications to conduct a site and needs assessment for a future Community Center, which would likely be located south of Baker Blvd. between Matthews Dr. and Diana Dr. The RFQ's were due to the City by December 20th, 2013.

The purpose of the RFQ is to select a firm to conduct a study on exactly what type of facility would be appropriate for our community. This would include evaluating the possibilities based on any site specific constraints/opportunities, working with the public to gauge interest in various amenities, preparing generalized plans, and developing cost estimates and timelines.

This process will put us in a position to better understand what types of amenities the identified site can appropriately accommodate, as well as what various options will cost. Following this process, we can begin to look more concretely at funding options, timelines and moving forward with construction plans at some point.

We received six responses for this request. They were from: (1) Barker Rinker Seacat, (2) GSBS, (3) Brinkley Sargent, (4) The Wallace Group, (5) Freese and Nichols, and (6) Wiginton, Hooker, Jeffrey.

Board/Citizen Input: N/A

Financial Impact: N/A

Staff Contacts:

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Attachments: Proposals will be sent out separately.