

## **MEMORANDUM**

**TO:** Claire Powell, City Manager

**FROM:** Stacie Anaya, Director of Parks and Recreation

**DATE:** August 3, 2026

**SUBJECT:** **Approval of Professional Services Agreement with Kimley-Horn and Associates to Provide Design Services for the 2027-2028 Green Ribbon Program Project; in the Amount of \$243,800; and Authorization for the City Manager, or Her Designee, to Execute the Agreement.**

### **BACKGROUND**

The Parks and Recreation Department partnered with Kimley-Horn to submit a grant application to the Texas Department of Transportation (TxDOT) for beautification efforts at the intersections of IH-35/Main Street and IH-35/Fox Avenue. The project builds on the synergy of existing Green Ribbon sites at IH-35/Valley Ridge Boulevard and SH-121/FM 3040. Kimley-Horn helped develop a concept plan focused on establishing native plants to expand Lewisville's pollinator prairies, while creating visual gateways that are sustainable and maintenance friendly. A copy of the location map and concept plan is included.

In April 2026, TxDOT notified the City of a program award of \$1,200,000 to be made available during the 2027-2028 fiscal year. TxDOT requires grantees to be certified in Local Government Project Procedures (LGPP) and attend training to learn about grant guidelines, design and construction standards, and review timelines for submitting paperwork. Representatives from the Parks and Recreation Department, as well as Kimley-Horn attended the training and are LGPP certified.

In May 2026, TxDOT hosted a kickoff meeting with staff from both entities to review timelines for the program. TxDOT laid out the following guidelines for the program:

- An Advanced Funding Agreement and Landscape Maintenance Agreement are due by December 5, 2026.
- Final design and construction documents are due to TxDOT in February 13, 2027.
- The project's Construction Concurrence must be issued in July 28, 2027.
- Construction should begin by October 1, 2027.

### **ANALYSIS**

Through this Professional Service Agreement, Kimley Horn will provide the following services for the completion of the project:

- Project Meetings and Design Coordination
- Field Visit and Initial Data Collection
- Schematic Design
- Construction Documents (60%, 95%, 95% Resubmittal & Final 100%)
- Bidding
- Construction Contract Administration.

The timeline for the design, procurement and kick off for construction is driven by TxDOT's Let Schedule for Denton County. The design and procurement process will take approximately 13 months. Compensation for delivery of the services is \$243,800.

### **CITY STAFF'S RECOMMENDATION**

That the City Council approve the agreement and authorize the City Manager, or her designee, to execute the agreement as set forth in the caption above.