

**MEMORANDUM**

**TO:** Donna Barron, City Manager

**THROUGH:** David Erb, Finance Director

**FROM:** Todd White, Purchasing Manager

**DATE:** January 29, 2020

**SUBJECT: Approval of a Professional Service Agreement with Halff Associates, Inc., Richardson, Texas, in the Amount of \$148,500 for Lewisville Lake Park Master Plan; and Authorization for the City Manager to Execute the Agreement.**

**BACKGROUND**

A request for sealed proposals was created and posted on Bidsync.com June 6, 2019. Specifications were created in accordance with Texas Local Government Code Chapter 252.042, *Requests for Proposals for Certain Procurements*. Specifications under this chapter of the law state requests for proposals must specify the relative importance of price and other evaluation factors.

**ANALYSIS**

Proposals were due June 27, 2019 and twelve (12) were received. An evaluation team was created to review, analyze, and score the proposals in accordance with weighted factors that were listed in the specifications. The evaluation team consisted of Stacie Anaya, Director of Parks and Recreation; Michael Kim, Park Development Manager; Jason Moore, Director of Economic Development; David Salmon, Director of Engineering; Lonnie Pringle, Park Ranger; Tracey Ogurek, Purchasing Agent and Todd White, Purchasing Manager. Each proposal was evaluated using the following criteria:

<b>Firm's Qualifications and Experience</b>	<b>30 pts.</b>
<b>Experience of Proposed Staff</b>	<b>25 pts.</b>
<b>Fee Schedule</b>	<b>25 pts.</b>
<b>Evaluation of Typical Work Plan</b>	<b>10 pts.</b>
<b>Interview</b>	<b>10 pts.</b>

At the conclusion of the evaluation, Halff Associates, Inc. received the highest evaluation score and is being recommended for award.

**RECOMMENDATION**

That the City Council approve the award as set forth in the caption above and authorize the City Manager to execute the agreement.