



## Agenda Memorandum

Agenda Item - VII.C

City Council Meeting  
August 21, 2023

**Subject:** Dell Rapids Park Master Plan - Consider Professional Services Agreement - Stockwell Engineers

**Prepared By:** Claire Baartman, City Administration

### **Background of Issue:**

*Attached is the Parks Master Plan full scope contract from Stockwell Engineers to complete the Parks Master Plan.*

The City has budgeted \$65,000 to complete a Parks Master Plan. The City created a committee to review Request for Qualification proposals. The City received three submissions and the committee recommended working with Stockwell Engineers to complete the Park Master Plan. The City Council heard these recommendations and approved Stockwell at the July 17th meeting. Since Council approval, Administrator Weiland met with Mitch Mergen and David Locke with Stockwell to go over timelines, expectations and the approach Stockwell will take to complete the Park Master Plan project.

Stockwell has submitted a contract agreement for Council consideration. The proposal outlines timelines, the approach to public engagement, inventory and recommendations strategies. The total project cost is \$69,950 and is expected to take 9 months from start to final product. In order to meet the budget of this project, the architectural analysis of the Park structures was removed from the scope of the project. If the Council would like to add the architectural component back into the project an additional \$4,000 would need to be committed to the contract.

### **Recommendation**

Recommend the Council review and approve the Agreement for Professional Services for Stockwell Engineers to complete the Park Master Plan in the amount of \$69,950.00.

### **ATTACHMENTS:**

[Stockwell Engineers Citywide Parks Master Plan proposal.pdf](#)