



Legislation Text

File #: 1045-2024, **Version:** 1

Background: This ordinance authorizes the Director of the Recreation and Parks Department to enter into contract with Design Workshop, Inc. for the Columbus Recreation and Parks 2025-2035 Master Plan Project. The contract amount is for a total of \$790,080.00 being authorized by this ordinance.

Columbus Recreation and Parks will initiate its 10 year comprehensive plan that will collect and analyze data on a variety of topics. These topics include level of service, operational practices, program services, and trends analysis. The project will engage deeply with diverse communities throughout Columbus to understand successes and gaps in service. Departmental staff will be engaged to assess opportunities for operational improvements and best practices. Studies completed by third-parties in recent years analyzing the Department's assets and programs will be utilized as well. This information will be reviewed, integrating into the conclusions and recommendations of the master plan.

This project will deliver a 10 year plan that is informed by data and relevant within approximately 12 months. The plan is expected to be insightful, equitable, and directive in guiding the department for the future. The Recreation and Parks Department will utilize the themes, objectives, and goals in the report to form its operating plan for the following 10 years.

Vendor Bid/Proposal Submissions (Office of Diversity and Inclusion designation status):

Bids were advertised through Vendor Services and Bonfire, in accordance with City Code Section 329, on November 13, 2023 and received by the Recreation and Parks Department on December 4, 2023. Bids were received from the following companies:

Design Workshop (MAJ)
Designing Local (WBE)
MSKS (MAJ)

Of note, professional services contracts are quality based selections and not based on price. Costs were not requested nor were they part of this evaluation.

In accordance with City Code, a selection team evaluated the proposals and recommended Design Workshop, Inc. be selected to perform the work. The firm was chosen based on their referenced projects, experience, qualifications, availability, timeline and project approach.

As part of their proposal, Design Workshop, Inc. has proposed the following vendors to fulfill the Office of Diversity and Inclusion project goal:
Burton Planning Services (WBE)

Certification of the MBE's and WBE's being proposed are in good standing at the time the bid is being awarded.

Principal Parties:
Design Workshop, Inc.
125 South Clark Street, Suite 660
Chicago, IL 60603
Kurt Culbertson, (321) 360-1736

Contract Compliance Number: 048712

Contract Compliance Expiration Date: April 4, 2026

Emergency Justification: Emergency action is requested so that the consultant will be able to attend planned community and pop-up events that will begin in June of 2024, allowing them to stay on schedule with the final report.

Benefits to the Public: This project will collect information from the community and departmental staff that will result in maximizing services for residents.

Community Input/Issues: The Columbus Recreation and Parks Master Plan is largely based on input from the community.

Area(s) Affected: Citywide (99)

Master Plan Relation: This project will create the next 10 year Master Plan.

Fiscal Impact: \$790,080.00 is budgeted and available from within the Recreation and Parks Operating Fund 2285 to meet the financial obligations of this contract.

To authorize the Director of Recreation and Parks to enter into contract with Design Workshop, Inc. for the Columbus Recreation and Parks 2025-2035 Master Plan Project; to authorize the expenditure of \$790,080.00 from the Recreation and Parks Operating Fund 2285; and to declare an emergency. (\$790,080.00)

WHEREAS, it is necessary to authorize the Director of Recreation and Parks to enter into contract with Design Workshop, Inc. for the Columbus Recreation and Parks 2025-2035 Master Plan Project; and

WHEREAS, it is necessary to authorize the expenditure of \$790,080.00 from the Recreation and Parks Operating Fund 2285; and

WHEREAS, an emergency exists in the usual daily operations of the Recreation and Parks Department in that it is immediately necessary to authorize the Director to enter into contract with Design Workshop, Inc. so that the consultant will be able to attend planned community and pop-up events that will begin in June of 2024, allowing them to stay on schedule with the final report, all for the immediate preservation of the public health, peace, property, safety, and welfare; and, NOW, THEREFORE

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:

SECTION 1. That the Director of Recreation and Parks be and is hereby authorized to enter into contract with Design Workshop for the Columbus Recreation and Parks 2025-2035 Master Plan Project.

SECTION 2. That the funds necessary to carry out the purpose of this ordinance are hereby deemed appropriated, and the City Auditor shall establish such accounting codes as necessary.

SECTION 3. That the City Auditor is authorized to make any accounting changes to revise the funding source for all contracts or contract modifications associated with this ordinance.

SECTION 4. That the City Auditor is hereby authorized to transfer the unencumbered balance in a project account to the unallocated balance account within the same fund upon receipt of certification by the Director of the Department administering said project that the project has been completed and the monies are no longer required for said project.

SECTION 5. For the purpose stated in Section 1, the expenditure of \$790,080.00 or so much thereof as may be necessary

to pay the cost thereof, be and is hereby authorized from the Recreation and Parks Operating Fund 2285 in object class 06 Capital Outlay per the accounting codes in the attachments to this ordinance.

SECTION 6. That for the reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.