



CANCELED - PARK BOARD MEETING
RICK HEROLD ADMINISTRATION BLDG. - HALL OF FAME CONF.
RM., 400 COLLEGE ST.
WEDNESDAY, FEBRUARY 23, 2022 AT 6:30 PM

AGENDA

CALL TO ORDER

CITIZEN COMMENTS

Citizens may speak during Citizen Comments for up to five minutes on any item not on the agenda by completing and submitting a speaker card.

AGENDA ITEMS - CANCELED DUE TO WEATHER

- 1. Approval of January 26, 2022 Minutes, Presented by B.J. Nichols**
- 2. New Marina Owners Introduction, Presented by Duane Strawn**
Brian Keelan, Suntex
- 3. Awards Presentation, Presented by Duane Strawn & B.J. Nichols**
Uptown Theater - DFW Directors Association Arts & Entertainment Award
- 4. Consultant Selection Process, Presented by Parks Staff**
- 5. Tree Board Report, Presented by Duane Strawn**
- 6. Park Board Reports, Presented by Park Board Member**
PlayGrand Adventures - Mal Earl & Tracy Aldridge
Alliance Skate Park - B.J. Nichols
Recreation - Malcom Chakery
The Uptown Theater - Bryan Parra
Farmers Market - John Stewart
Special Events - Greg Mullen & Tracy Aldridge
The Epic - John Stewart
Epic Waters - Malcom Chakery
Ruthe Jackson Center - Bryan Parra & Angela Luckey-Vaughn
Lake Parks - Mal Earl & Warren Landrum
Park Maintenance - B.J. Nichols & Angela Luckey-Vaughn
The Summit - Greg Mullen
Golf - Greg Mullen & Warren Landrum
Sports Leagues - Malcom Chakery
- 7. Chairman Report, Presented by B.J. Nichols**
Birthdays
Tyre Park Community Meeting - February 28th at 6:00 pm
PlayGrand Adventures
TRAPS Past President

8. **Director Report, Presented by Duane Strawn**
TRAPS 2022

ADJOURNMENT

This meeting location is wheelchair accessible. If you plan to attend this public meeting and you have a disability that requires special arrangements, please call 972-237-8107 at least 24 hours in advance. Reasonable accommodations will be made to assist your needs.

Certification

In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, the Park Board agenda was prepared and posted February 18, 2022.



Krista Marrs, Administrative Supervisor



PARK BOARD MEETING
PARKS, ARTS & RECREATION ADMINISTRATION BUILDING - HALL
OF FAME CONFERENCE ROOM, 400 COLLEGE STREET
WEDNESDAY, JANUARY 26, 2022 AT 6:30 PM

MINUTES

CALL TO ORDER

PRESENT

- Chairman B.J. Nichols
- Co-Chairman John Stewart
- Board Member Greg Mullen
- Board Member Malcom Chakery
- Board Member Mal Earl
- Board Member Angela Luckey-Vaughn
- Board Member Tracy Aldridge
- Board Member Warren Landrum

ABSENT

- Board Member Bryan Parra

CITIZEN COMMENTS

Citizens may speak during Citizen Comments for up to five minutes on any item not on the agenda by completing and submitting a speaker card.

No Citizen Comments

AGENDA ITEMS

Approval of December 1, 2021 Minutes, Presented by B.J. Nichols

Motion made by Co-Chairman Stewart, Seconded by Board Member Mullen.

Voting Yea: Chairman Nichols, Co-Chairman Stewart, Board Member Mullen, Board Member Chakery, Board Member Earl, Board Member Luckey-Vaughn, Board Member Landrum

Board Member Aldridge was not present for the vote

Finance Presentation, Presented by Gary Yakesch

Prior to the Finance Presentation Anita Beard from Dunaway gave a short presentation on Phase I of Turner Park

Following the Turner Park Presentation the Finance Presentation was presented

Memorial Gardens Presentation, Presented by Letty Evans

Presented

Tree Board Report, Presented by Duane Strawn

Presented

Park Board Reports, Presented by Park Board Members

- PlayGrand Adventures - Mal Earl & Tracy Aldridge
- Alliance Skate Park - B.J. Nichols Recreation - Malcom Chakery
- The Uptown Theater - Bryan Parra
- Farmers Market - John Stewart
- Special Events - Greg Mullen & Tracy Aldridge
- The Epic - John Stewart
- Ruthe Jackson Center - Bryan Parra & Angela Luckey-Vaughn
- Lake Parks - Mal Earl & Warren Landrum
- Park Maintenance - B.J. Nichols & Angela Luckey-Vaughn
- The Summit - Greg Mullen
- Golf - Greg Mullen & Warren Landrum
- Sports Leagues - Malcom Chakery
- Epic Waters - Malcom Chakery

Presented

Chairman Report, Presented by B.J. Nichols

- Committee Appointment
- Big Event
- EpicCentral

Presented

Chairman Nichols appointed Mal Earl to the Employee Recognition Committee

Director Report, Presented by Duane Strawn

- New Parks Superintendent
- Marketing Reports (November & December)

Presented

ADJOURNMENT

There being no further business, the Park Board Meeting was adjourned by Chairman Nichols at 7:54 P.M.



Krista Marrs, Administrative Supervisor



PARKS, ARTS & RECREATION

Design Consultant and Contractor Selection Process

February 23, 2022

Purchasing Requirements

- Purchasing process follows State and Local Statutes
- Purchases (Design & Construction Contracts) that are \$50,000+ must use the competitive sealed proposal or competitive sealed bid process.
- There are many different requirements involved in these purchases that range in complexity. Therefore, all purchases that could potentially meet or exceed this value must go through the City's Purchasing Department.
- The Purchasing Department monitors all PARD solicitation of consultants and/or contractors for all projects. **No Exception.**

Purchasing Method - Definitions

Item 4.

- **Request for Bids (RFB)**
- **Request for Proposals (RFP)**
- **Request for Qualifications (RFQ)**

These terms are often used in Park Planning/Project presentations

Purchasing Methods

- **Request for Bids (RFB)** - A formal written document that requests from bidders a firm price and delivery details for specified goods listed on a purchase requisition. RFBs are awarded to the lowest responsible bidder meeting the required specifications or to the bidder providing the best value. **Altering the price and negotiations are not allowed.**
 - Commodities
 - Construction Projects put out to bid
 - Lowest Bid Value
 - Best Value to the City

Purchasing Methods

- **Request for Proposals (RFP)**- A solicitation requesting the submittal of a proposal in response to the required scope of services that usually include some form of a cost proposal. An RFP requires published evaluation criteria. **The City may negotiate the price with firms to ensure the best value for the organization.**
 - Construction Projects (CMAR- Construction Manager at Risk)
 - Qualifications of contractor
 - Service scope associated with the work
 - Cost included in the evaluation

Purchasing Methods

- **Request for Qualifications (RFQ)**- A request for qualifications is a document that asks professional services providers to detail their background and experience providing a specific service, including architectural, engineering, or land surveying services. **Price is not a factor.**
 - RFQ's do not ask for a price
 - Qualifications, similar past work on projects
 - Staff experience
 - Exact scope of work not known at the time of selection
 - Fee negotiations occur after provider is selected and scope has been determined

Solicitation Process...what happens?

Item 4.

1. **Need is defined and established**
Project identified (CIP, Special Request, Discovery 2026 Parks, Recreation and Open Space Master Plan)
2. **Purchasing Method is determined**
Type of project, Phase of project
3. **Specification/Criteria is developed**
Scope determined (RFB, RFP or RFQ)
4. **Solicitation is published**
Advertised in Plan Rooms, newspapers
Through Purchasing Department
5. **Pre-Proposal/Bid Conference**
Discuss proposal requirements
6. **Qualifications/Proposals/Bids received**
7. **Evaluation of responses**
Minimum 3 evaluators for proposals
Scored on a known criteria
8. **Contract Agreement/Awarded**
F & G presentation/recommendation
City Council approval
9. **Project Begins**

Grand Prairie
— T E X A S —
PARKS, ARTS & RECREATION

Evaluation Process

- **Selecting an Evaluation Team**
 - Minimum of 3
 - Stakeholders (Staff)
 - Subject matter (Consultant)
- **Establishing the appropriate criteria**
 - Established in the RFP/RFQ
 - Include assigned weight for each criterion-weight
- **Evaluating the proposal using the criteria**
 - Based on pre-defined scale
 - Price is typically an important factor (except in RFQ)
 - Proposals are scored individually by team members.
 - Team members reach a consensus
 - Notes are required.
- **Preparing the evaluation report including a recommendation for the vendor of choice**
 - Submit evaluation results to Purchasing
 - Purchasing Department determines if criteria/evaluations are fair and appropriate
 - Council communication developed for City Council approval

City Council has approved these standard criteria for construction procurements.

	Criteria	Points
1	Cost (general conditions/fee/field staff/pre-construction fee/insurance/bonds)	10
2	Experience of the firm and the project team in projects of similar size, type scope, and schedule	14
3	Experience of the firm and the project team meeting or exceeding demanding schedules of projects	14
4	Experience of the firm in CMAR contract roles and associated procedures	12
5	Financial Capability	12
6	Best overall value to the City of Grand Prairie	14
7	Prior experience working on construction projects with the City of Grand Prairie and familiarity with the City and its permit/construction regulations	10
8	"Chemistry" of the project team with each other and with the City of Grand Prairie Staff (INTERVIEW CRITERIA ONLY)	14



Finalizing the Award of Contract

- If the contract exceeds \$50,000, the Department will take the award request to City Council for the award
- Once City Council has awarded the agreement, the Department will send the Vendor (Consultant/Contractor) a contract for signatures including all required documents, i.e. insurance, performance bonds, payment bond, etc.
- Purchasing Department will notify all vendors of intent to award. (notifies the contractors who were not selected)
- Project begins...

Questions



MEMORANDUM**TO:** Tree Board**FROM:** Andrew Snyder, Special Events Supervisor**RE:** January 2022 Tree Related Activities**DATE:** Wednesday, February 16, 2022

The following is a list of tree related activities for Parks Maintenance, Lake Parks, Golf Courses, and Cemetery Divisions reported for the month of January 2022.

Parks Maintenance: (North, South, Municipal & Gateway Crews)

- 235 Man hours – Pruning/maintenance, tree removal, hauling brush.

Lake Parks: (Lynn Creek Park / Loyd Park)

55 Man hours – Pruning, maintenance, tree removal.

Golf Courses: (Prairie Lakes / Tangle Ridge)

- 27 Man hours – Pruning/maintenance.

Cemetery:

- 5 Man Hours – Pruning/maintenance.

Totals for Tree Related Activities:

- 322 - Man hours

Tree City USA:

We submitted our application with the Texas Forest Service and Arbor Day Foundation. We plan to obtain our 38th year certificate at the end of April.