



## Memorandum

To: Honorable Mayor and Members of the City Council  
CC: Members of Administration and Public Works Committee  
From: Stefanie Levine, Senior Project Manager.  
CC: Edgar Cano - Public Works Agency Director; Audrey Thompson - Parks and Recreation Director; Lara Biggs - City Engineer  
Subject: Approval of an Agreement Award with Agency Landscape + Planning for the Park and Green Space Strategic Plan (RFP 22-40)  
Date: September 12, 2022

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Recommended Action:

Staff recommends that City Council authorize the City Manager to execute an agreement with Agency Landscape + Planning (91 Harvey Street, Suite 2, Cambridge, MA 02140) for planning services related to the Park and Green Space Strategic Plan (RFP 22-40) in the amount of \$200,000.

Funding Source:

Funding will be provided from the Capital Improvement Fund 2022 General Obligation Bonds, (Account 415.40.4122.62145 – 522009) which has a budget of \$205,000, all of which is remaining.

CARP:

Urban Canopy & Green Space

Council Action:

For Action

Summary:

The City's park and recreation system is comprised of 7 community centers, 16 field houses, a beach office, 18 community parks, 50 neighborhood parks, 7 tot lots, 5 swimming beaches, a dog beach (currently unavailable for use), and one boat launch, totaling approximately 260 acres. Most of these properties are owned by the City, with the exception of those leased from the Metropolitan Water Reclamation District of Greater Chicago along the North Shore Channel. Amenities and improvements range from contemplative gardens and naturalized areas to lakefront green spaces and trails to highly engineered sports fields and playgrounds.

Periodic planning and analysis of these assets is vital to ensuring that capital investments are coordinated with service delivery and community needs and expectations.

The most recent Parks Strategic Plan was prepared in 2000 and is substantially out of date at this time. In 2016 the City prepared an abbreviated update to this plan entitled the Parks Scorecard which helped set investment priorities for the short term. Since that time, the Parks Scorecard has been used as a reference tool to evaluate park needs for capital improvements. While the Parks Scorecard has been valuable to generally understand system deficiencies, it was an incomplete effort that did not comprehensively evaluate the City's full range of park and green space assets and did not coordinate those deficiencies with programming uses and trends. As a result, current capital investments are identified without the benefits of strategic planning which could assist in setting priorities and integrate a more complete vision of future community needs.

On 1/11/21, City Council approved Ordinance 78-O-20 to designate the ability to designate natural areas, which, while often located within public parks, are preserved and managed differently than other park spaces. While guidance was provided within the ordinance on how to designate natural areas and manage them (including provisions for stewardship by private organizations) a complete plan for management and inventory of all natural areas has not been developed. This project will assist in identifying and developing best practices related to natural area management for the City of Evanston as well as providing information on needed staffing, equipment, potential partners and funding sources.

The scope of this project includes:

- Park, facility and natural areas inventory and assessment
- Public engagement
- Community needs assessment
- Programs service level assessment
- Equity review and mitigation strategy
- Determination of policy goals
- Strategic plan report
- Management plan report

The plan is anticipated to take 13-14 months to complete.

Analysis:

The City released a Request for Proposal (RFP) on May 5, 2022. On May 31, 2022, proposals were received from the following four consulting firms:

<b>Firm</b>	<b>Address</b>
Agency Landscape + Planning	91 Harvey Street, Suite 2, Cambridge, MA 02140
Confluence	307 N. Michigan Ave., Suite 601, Chicago, IL 60601
Port	53 W. Jackson Blvd., Suite 830, Chicago, IL 60604
Site Design Group, Ltd.	888 S. Michigan Avenue, PH1, Chicago, IL 60605

The proposals were reviewed by the following staff:

- Lara Biggs, Capital Planning and Engineering Bureau Chief / City Engineer – Public Works Agency
- Stefanie Levine, Senior Project Manager – Public Works Agency
- Bridget Nash, Civil Engineer II – Public Works Agency
- Emily Okallau, Public Services Coordinator, Public Works Agency
- Matthew Ouren, Fellow, City Manager’s Office
- Matt Poole, Recreation Manager, Parks and Recreation Department
- Linda Thomas, Purchasing Specialist – Administrative Services Department
- Audrey Thompson, Director, Parks and Recreation Department
- Liz Williams, Planning Manager, Community Development Department

Following the initial scoring, the selection committee interviewed the two highest ranked firms, Agency Landscape + Planning, and Confluence to confirm their understanding of the project and evaluate their overall expertise. Below is a chart indicating the revised scoring following the interviews.

<b>Consultant</b>	<b>Firm Qualifications and Experience</b>	<b>Project Approach</b>	<b>Price</b>	<b>Organization and Completeness of Proposal</b>	<b>Willingness to Execute City Contract</b>	<b>M/W/EBE Participation</b>	<b>Interview</b>	<b>Total</b>
Maximum Points	25	25	20	10	10	10	10	110
Agency Landscape + Planning	22	22	19	8	10	10	10	101
Confluence	20	19	20	8	10	10	4	91

Of all of the respondents, Agency Landscape + Planning demonstrated the highest level of understanding of the project and offered the most innovative strategies for collecting input and assimilating results. Staff contacted Agency Landscape + Planning’s references and received very favorable feedback. As a result, the selection committee recommends award to this firm in the amount of \$200,000.

A review of the project for compliance with the City’s M/W/EBE program goals is attached.

Attachments:

[MWEBE Memo RFP 22-17 Parks and Green Space Plan](#)



# Memorandum

To: Edgar Cano, Public Works Agency Director  
Lara Biggs, Capital Planning & Engineering Bureau Chief  
Stephanie Levine, Senior Project Manager

From: Tammi Nunez, Purchasing Manager

Subject: Parks and Green Space Strategic Plan, RFP 22-17

Date: September 12, 2022

The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. In order to help ensure such growth, the City's goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract.

With regard to the recommendation for the Parks and Green Space Strategic Plan, RFP 22-17, Agency Landscape + Planning total base bid is \$200,000 and they are found to be in compliance with the City's goal. They will receive credit for 52.5% M/W/EBE participation.

Name of M/W/EBE	Scope of Work	Contract Amount	%	MBE	WBE	EBE
Agency Landscape + Planning 91 Harvey Street, #2 Cambridge, MA 02140	Planning, Landscape Architecture, Community Engagement	\$105,000	52.5%		X	
<b>Total M/W/EBE</b>		<b>\$105,000</b>	<b>52.5%</b>			

CC: Hitesh Desai, Chief Financial Officer