



**TO: TODD SLATIN, DIRECTOR
DIVISION OF CENTRAL PURCHASING**

**FROM: CHARLIE LANTER, DIRECTOR
DIVISION OF GRANTS AND SPECIAL PROGRAMS**

DATE: October 25, 2021

**RE: RFP #24-2021 Design Services for Sports Courts Construction and Renovation
for Division of Parks and Recreation**

With this memorandum I am providing concurrence with the Division of Parks and Recreation on the award of Professional Services Agreement with Element Design in the amount of \$36,200 for Design Services for Sports Courts Construction and Renovation.

Parks and Recreation advertised an RFP for design services and received only one proposal from Element Design. Based on previous experience, this firm is highly qualified to perform the work needed. And, the proposed fee of 4.8% of project total is very competitive for these types of services.

Therefore, Parks and Recreation recommends accepting the proposal from Element Design for \$36,200.00 to design six (6) sports courts at various parks. Four of the projects are funded with ARPA funds; two are funded by the Division of Water Quality to replace courts impacted by sanitary sewer upgrades.

The projects are funded in the following accounts:

Fund	Dept ID	Section	Account	Site	Bud Ref	Project	Activity	Amount
3230	707602	7221	91015	711	2022	AR_BRYHLL_2022	FED_GRANT	\$8,415
3230	707602	7221	90312	726	2022	AR_DGWOOD_2022	FED_GRANT	\$4,570
3230	707602	7221	91015	762	2022	AR_MRYTDD_2022	FED_GRANT	\$5,670
3230	707602	7221	90321	782	2022	AR_RVRHILL_2022	FED_GRANT	\$7,930
4003	303408	3466	92811	737; 801	2020	WRMAINTRK_2020	CONSENT_DE	\$9,615

File Number: 1083-21

Director/Commissioner: Conrad/Ford

