

LINDA GORTON  
MAYOR




**LEXINGTON**

MONICA CONRAD  
DIRECTOR  
PARKS & RECREATION

**MEMORANDUM**

TO: Todd Slatin, Director  
Division of Central Purchasing

FROM:   
Monica Conrad, Director  
Division of Parks and Recreation

RE: RFP# 24-2021  
Design Services for Sports Courts Construction and Renovation

DATE: September 29, 2021

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 is 4.8% of project total is very competitive for these types of services.

Therefore, I recommend 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:

Source #	PeopleSoft Project - Grant /Activity	Fund	Dept ID	Section	Account	Site	Budget Ref	Amount
1	AR_BRYHILL_2022 FED_GRANT Basketball Court	3230	707602	7221	91015	711	2022	\$175,000
2	AR_DGWOOD_2022 FED_GRANT Basketball Court	3230	707602	7221	90312	726	2022	\$95,000
3	AR_MRYTDD_2022 FED_GRANT Basketball Court	3230	707602	7221	91015	762	2022	\$118,000
4	AR_RVRHILL_2022 FED_GRANT Pickleball	3230	707602	7221	90321	782	2022	\$165,000
5	WRMAINTRK_2020/ CONSENT_DE	4003	303408	3466	92811	737	2020	\$125,000
6	WRMAINTRK_2020/ CONSENT_DE	4003	303408	3466	92811	801	2020	\$75,000

Cc: Charles Martin, Director, Division of Water Quality  
Jody Scrivner, Division of Water Quality  
Michelle Kosieniak, Superintendent of Planning and Design  
Joe Howell, Park Designer

File: 1083-21

