




**TO:** Mayor Linda Gorton  
Urban County Council

**FROM:**   
Jennifer M. Carey, P.E., Director  
Division of Environmental Services

**DATE:** February 28, 2024

**SUBJECT:** Agreement with Gresham Smith for the Coldstream Park Regional Master Plan

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**Request**

The purpose of this memorandum is to request Council authorization for the Mayor to execute a Professional Services Agreement with Gresham Smith to perform the scope of services as detailed in RFP #3-2024 Consultant for Coldstream Regional Park Master Plan for an amount not to exceed \$189,458. This project is to be completed no later than December 31, 2024.

**Why are you requesting?**

As part of Council's FY23 Fund Balance discussion last fall, funds were allocated to the Division of Environmental Services to complete an extensive update of the Coldstream Park Master Plan, originally completed in 1999. RFP #3-2024 was issued and proposals were received from five consultants. The selection committee has recommended the selection of Gresham Smith in response to RFP #3-2024 Consultant for Coldstream Regional Park Master Plan.

**What is the cost in this budget year and future budget years?**

The cost for FY24 is \$189,458. There will not be any cost in future budget years.

**Are the funds budgeted?**

Yes, funds are budgeted and available in  
1105-313201-3092-71299 2024 COLDSTREAM\_2024 GREENSPACE TRUST

**File Number:** 0340-24

**Director / Commissioner:** Carey / Albright

**pc:** Monica Conrad, Director, Division of Parks and Recreation

