

**Department of Parks & Recreation  
On-Call Project Management Services - Small Business Enterprise (SBE) Services  
Fact Sheet**

**Department of Parks & Recreation Division of Planning, Design & Construction (PDC) - Small Business Enterprise (SBE) Services Contracts**

PDC is seeking to establish a group of qualified On-Call SBE contractors available to respond to proposal bidding request for the execution of project management service work for the City's infrastructure.

**Purpose and Use of Agreements:**

The purpose of these On-Call contracts is to establish and maintain a pool of qualified SBE On-Call Project Management Service Contractors. They will be available to respond to bidding requests for the execution of PDC's work plan. These contracts are related to design oversight, design and construction service procurement, construction inspection services, and project implementation oversight. Each contract has a minimum of 30% SBE Self-Performance goal creating up to \$1.2M in SBE certified participation.

The On-Call Project Management Service SBE contract will be utilized for accessibility review, design work and oversight, construction service procurement and inspection, and project implementation. The variety of work is typically done in City parks and Recreation infrastructure.

**Procurement:**

Four (4) firms were selected based on qualified submittals and scoring.

**Contracts Description:**

Each contract has a three (3) year term and a capacity of \$1 million. The firms selected for these agreements are listed alphabetically.

- Citrine, LLC
- Dunakilly Management Group Corp
- Em Dub Design LLC
- Prisma International, LLC

These contracts do not commit funds, nor do they guarantee any amount to the firms. These contracts are not an authorization of work. Authorization or work and commitment of funds are made via work order on an as needed basis.