

**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 irrigation design 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 Irrigation Design 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 an SBE/MWBE goal set by DSBO.

The On-Call Project Management Service SBE contract will be utilized for irrigation design and project overview. The variety of work is typically done in City parks and Recreation infrastructure.

**Procurement:**

Three (3) firms were selected based on qualified submittals and scoring.

**Contracts Description:**

Each contract has a three (3) year term, with a one (1) year extension and a capacity of \$750,000.00. The firms selected for these agreements are listed alphabetically.

- Applied Design Services
- HydroSystems-KDI
- Valerian

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.

Jesus to submit Mon, then processed 08/17--- should go on consent (so we don't have to present);  
08/24 – Jesus to present; 08/30 ---- will be in person----CW Sawyer might call out ---- \$500k < has to go  
to Council, she's worried about transparency

- look at FM/PM reporting; is it like DOTI
- address how similar to our process is to DOTI (selection, and reporting)
- Upcoming projects---types keep general!
- Per project capacity; and master on-call capacity
- DSBO Goals--- who set, are we going above/below,
- why was the capacity increased? Was it funding, upcoming projects, staffing?
- Were any of these selected from last year?
- How many firms was the RFP sent to, how was this selected, and why. How was the RFP  
advertised, how many applied, and committee for selection.