

Hidalgo County, Texas

Parks and Recreation Master Plan

Texas Parks and Wildlife Department request all entities develop a Parks and Recreation Master Plan every ten (10) years with an update every five (5) years. The Hidalgo County Plan expired in 2012. Hidalgo County is required to complete a new master plan for parks.

P, R & S LLC (Contractor) proposes the following schedule to develop a new master plan for the Hidalgo County, Texas (Owner).

Time Line: Work to begin by August 1 and be completed by November 30, 2017.

Action Plan Responsibilities:

Contractor:

1. Develop an online survey by August 15 for the Owner to place on the website. Survey can be through Survey Monkey, if the Owner desires. Survey to be on website for one month.
2. County will be divided by Commissioner Precincts, for the survey and public meetings.
3. Contractor to provide outline of Master Plan to the Owner by August 15, 2017.
4. Contractor to provide park amenity chart to Owner by August 15, 2017. Chart is an example of what will be included in the master plan for each park.
5. Contractor to take 2 to 3 pictures for each park which will be included in the final plan.
6. Contractor to host one (1) meeting with Park Board. The will be to develop the top ten (10) priority listing.
7. Contractor to host four (4) focus groups or public meetings. One in each precinct. Contractor will have questionnaire for the groups, mirroring online survey.
8. Contractor to provide all historical data for the city, mapping, and narrative.
9. If Owner does not have pictures required for input into the plan, Contractor will take pictures.
10. Executive Summary will be provided to the Owner by October 1, 2017. Changes to be completed by Owner by October 15, 2017.
11. Contractor to submit Parks, Recreation and Open Space Master Plan online to Texas Parks and Wildlife by November 30, 2017.

Owner:

1. Provide sites for all focus or public meetings and Park Board meetings. If refreshments are to be served Owner provides.
2. Owner to have at least one staff person on site at the focus groups who can translate into Spanish, if necessary.
3. Owner can translate surveys for the focus groups into Spanish, if desired.
4. Owner to provide copies of focus group survey for the four (4) meetings. The number of copies required will be determine by the precinct based on previous community meetings held.

5. Owner to advertise the meetings with appropriate groups i.e. athletic organizations, environmental groups, concerned citizens, senior, through owner’s website, etc.
6. Owner to place online survey on website and determine best method for evaluation of results. Owner can place this in both English and Spanish, if desired. All results to be developed into graphs for inclusion in the Master Plan. Survey Monkey will automatically outline the results and prepare graphs.
7. Owner to complete a park amenity chart for all parks. Form to be provided by Contractor. This chart will be included in the Master Plan. If the Owner cannot do this Contractor will complete.
8. Owner to review the Executive Summary by October 1, with recommended changes by October 15, 2017.
9. Owner to assign staff person to review entire plan as it is being developed to insure all information is correct.
10. Texas Parks and Wildlife does not have a copy of the Master Plan that expired in 2012. If the County has a copy of the plan contractor would like to have it to compare the accomplishments from the 2012 plan to the updated information and priorities in the 2017 – 2027 plan.

Fee for Services:

All services are to be provided for a fee, which will be paid in three (3) installments. In addition to the project fee, all travel, meals, hotel, meetings, copies, etc. to be reimbursed at a rate equivalent to the State of Texas rate. Should the contractor schedule more than one event with another city, all fees will be divided appropriately. First installment is due on September 1, 2017 after online survey has been initiated. Second fee is on October 15, 2017 when the changes requested by Owner to Executive Summary are submitted. The final payment is due at the time the plan is submitted to Texas Parks and Wildlife, November 30, 2017.

Fee includes five (5) meetings and related travel expenses for those meetings. Any additional meetings or focus groups will follow County travel guidelines and meet State of Texas reimbursements.

Billing will be done monthly noting those meetings, materials that are included in the base fee. Anything over the base fee will be noted with appropriate receipts attached. If the contractor is providing services to another entity while in the valley those costs will be divided and noted on the billing.

Owner to receive five (5) hard copies of the plan and a pin drive with the plan so copies can be made by owner.

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| Fee for the McAllen Parks, Recreation and Open Space Master Plan: | \$25, 000 + reimbursable |
| First payment due September 1, 2017 | \$ 8,000 |
| Second payment due October 15, 2017 | \$ 8,000 |
| Final payment November 30, 2017 | \$ 9,000 |

Work Product Ownership:

Any work product that is a result of this Agreement to include but not limited to maps, products, information, park designs, or other information developed and/or produced by P, R & S, LLC in conjunction with this project will become the property of Hidalgo County.

Confidentiality:

P, R & S, LLC will not at any time or any manner, either directly or indirectly, use for their own personal benefit or will not disclose or communicate in any manner any information this is proprietary to Hidalgo County. P, R & S, LLC will protect all such information and trust as it is strictly confidential within the provisions of this Agreement until a year after the termination of the Agreement.

Amendment to Agreement:

This Agreement may be modified or amended in writing by mutual agreement of both parties.

In **WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the first date listed above. Sally Gavlik of P, R & S, LLC and Hidalgo County, effective as of the first date above.

Service Recipient: Hidalgo County, Texas

By: _____

Service Provider: P, R & S, LLC

By: _____