

County of Dinwiddie

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J. Rayfield Vines, III

DIVISION OF PLANNING & COMMUNITY DEVELOPMENT

MEMORANDUM

TO: Board of Supervisors
FROM: J. Ray Vines, Director of Parks & Recreation
DATE: January 18, 2022
SUBJECT: Contract Award, Master Plan for Parks & Recreation

BACKGROUND

In the FY 2020 budget, the Board of Supervisors approved funding to secure a consulting firm to develop a Master Plan for the Parks and Recreation department. In March of 2020 the initial Master Plan process began but was quickly paused as a result of the Covid-19 pandemic. The project was paused as the County and department adjusted and adapted operations to the emergency response and needs of the pandemic. In October of 2021 we re-initiated the plan to move forward with its development.

ACTIONS

On October 20, 2021, we re-released an RFP for this project. Two vendors responded to the RFP on November 10, 2021. After review of their proposals and conducting interviews with both companies, the selection committee chose Berry Dunn Inc. (formerly Greenplay, Inc.) Further details on this procurement can be found on the County website at www.dinwiddieva.us/purchasing.

The Master Plan will create a roadmap for ensuring an appropriate balance of facilities and amenities throughout the community now and into the future. This plan will include a system-wide approach to evaluating all department operations, recreation, parks and open space, facilities and amenities in order to develop goals, policies and guidelines along with achievable strategies. The Master Plan will be used as a resource for future renovation, development, and redevelopment of the County's park infrastructure and recreational facilities over the next five to ten years, as well as, to enhance programming and sports tourism. The Master Plan will become an element of the County's Comprehensive Plan.

The Master Plan process has an 8 to 11 month timeline to completion. The process will require extensive research, analysis and assessments by the consultant and will include a kick-off meeting, public input opportunities, and planning sessions with County Board of Supervisors, Dinwiddie County Public Schools staff and School Board, community

stakeholders, County partners, recreation user groups, the CIP Committee, the Planning Commission and County staff.

The initial project General Fund appropriation in FY 2020 was \$60,000. However, once the project was postponed, the funds were transferred to the Community Development Fund. Since then, the cost of conducting this form of strategic planning has increased. The proposed contract cost will be in an amount not to exceed \$90,000.00. Additional funding to support the increased project cost will also be provided from the Community Development Fund.

RECOMMENDATION

Staff recommends approval of the following resolution.

BE IT RESOLVED, that the Board of Supervisors of Dinwiddie County, Virginia does hereby authorize and direct the County Administrator to execute the attached contract with Berry Dunn, Inc. for completion of a Master Plan for Dinwiddie Parks & Recreation with any changes, substantive or otherwise, as may be approved by the County Administrator.