

**STAFF REPORT
City of Lancaster**

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Date: May 27, 2025
To: Mayor Parris and City Council Members
From: Sonya Patterson, Director - Parks, Arts, Recreation and Community Services
Subject: **Professional Services Agreement for the Development of a Parks, Arts, Recreation, and Community Services (PARCS) Comprehensive Master Plan**

Recommendations:

1. Award RFP #849-25 development of a PARCS Comprehensive Master Plan to MIG, inc. in the amount of \$454,450 (plus 10% contingency).
2. Authorize the City Manager or his designee to execute all contracts and associated documents, with non-substantive changes, subject to City Attorney approval.

G.C. Section 84308: No

Fiscal Impact:

\$499,895 (RFP #849-25 award, including contingency); sufficient funds are available in project 6000MP.Planning (10160000.5930 - \$400,000; 20360000-5930 - \$99,895)

Summary:

The Parks, Arts, Recreation, and Community Services (PARCS) Department seeks to develop a visionary yet actionable Comprehensive Master Plan to guide future investments, programming, and policy decisions across its diverse system of parks, facilities, and programs. The Master Plan represents a vital step forward – serving as a strategic blueprint to build a more inclusive, resilient, and high-quality system that reflects the evolving needs of Lancaster residents.

The Comprehensive Master Plan will provide the following key benefits:

- **Community-Centered Planning** – Ensures robust public engagement through workshops, surveys, stakeholder interviews, and outreach events, with a focus on elevating voices from underserved populations.

- **Comprehensive Needs Assessment** – Conducts a thorough evaluation of current parks, facilities, and program offerings to identify service gaps, improvement opportunities, and future community needs.
- **Equity and Access** – Utilizes GIS mapping and demographic analysis to identify underserved areas and inform data-driven investment priorities.
- **Strategic Visioning** – Establishes a forward-looking vision, system-wide goals, and actionable policies to guide long-term planning and operational decisions.
- **Capital and Operations Planning** – Delivers a detailed 10-year Capital Improvement Program and Asset Management Plan that includes cost estimates and funding strategies.
- **Implementation Roadmap** – Provides a phased action plan with short-, mid-, and long-term priorities, ensuring accountability and measurable progress toward community goals.

On January 29, 2025, a Request for Proposals for the Development of a Comprehensive Master Plan was released and posted on Public Purchase and the City of Lancaster website. The following four proposals were received by the February 27, 2025, deadline:

<u>Firm</u>	<u>Location</u>	<u>Proposal Amount</u>
MIG, Inc.	Pasadena, CA	\$454,450
RHA Landscape Architects Planners, Inc.	Riverside, CA	\$492,425
RJM Design Group	San Juan Capistrano, CA	\$469,444
Kounkuey Design Initiative	Los Angeles, CA	\$490,000

After a thorough review process, which involved conducting a comprehensive examination of the proposed scopes of work, project hours allocated, and overall fees, as well as conducting interviews with two firms the Evaluation Committee recommend awarding a contract to MIG, Inc., in an amount not to exceed \$499,895.

Attachment:
Professional Services Agreement