



Mansfield Park Facilities Development Corporation - Regular Meeting

September 18, 2025 - 6:00 PM

Council Chambers

1200 E. Broad St., Mansfield, TX 76063

1. CALL MEETING TO ORDER

2. CITIZEN COMMENTS

Citizens wishing to address the Board on non-public hearing agenda items and items not on the agenda may do so at this time. Once the business portion of the meeting begins, only comments related to public hearings will be heard. All comments are limited to 5 minutes. Due to regulations of the Texas Open Meetings Act, please do not expect a response from the Board as they are not able to do so. In order to be recognized during the citizens comments or during a public hearing (applicants included), please complete a comment card located at the entry to the city council chambers and present it to the Parks & Recreation Administrative Assistant prior to the start of the meeting.

3. APPROVAL OF MINUTES

25-1316 Approval of Regular Meeting Minutes - August 21, 2025

Attachments:

1. 8-21-2025

4. CASH FLOW STATEMENT

25-1317 Cash Flow Statement August 31, 2025

Attachments:

1. MPFDC Sales Tax - September 2025

5. STAFF COMMENTS

A. Executive Director or Authorized Representative

- i. Current/Future Agenda Items
- ii. Executive Director Updates
- iii. Departmental Updates

25-1318 Monthly Report - September 2025

Attachments:

1. Monthly Report - September 2025

6. NEW BUSINESS

25-1319 Resolution – A Resolution of the Mansfield Park Facilities Development Corporation of the City of Mansfield, Texas, Approving a Professional Services Contract With Dunaway Associates, LLC in an Amount Not to Exceed \$530,310 for Landscape Architectural, Environmental and Engineering Design Services for Phase 4 of the Walnut Creek Linear Trail System; Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law; And Declaring an Effective Date. (GO Bonds)

Presenters: Mitali Mandlekar, Park Project Manager II

Attachments:

1. Resolution
2. Proposal

7. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

8. INFORMATIONAL ITEMS

9. ADJOURN

CERTIFICATION

I, the undersigned authority do hereby certify that the above agenda was posted on the bulletin board next to the main entrance of the City Hall, 1200 East Broad Street, of the City of Mansfield, Texas, in a place convenient and readily accessible to the general public at all times and said Agenda was posted on the following date and time: Friday, September 12, 2025, by 5:00 p.m., and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with Chapter 551 of the Texas Government Code.

Sarah Speer, Administrative Assistant II
Parks and Recreation

This building is wheelchair accessible. Disabled parking spaces are available. Request for sign interpreter services must be made 48 hours ahead of meeting to make arrangements. Call 817 473-0211 or TDD 1-800-RELAY TX, 1-800-735-2989.



Mansfield Park Facilities Development Corporation - Regular Meeting Minutes
August 21, 2025 - 6:00 PM
Draft

Council Chambers
1200 E. Broad St., Mansfield, TX 76063

1. CALL MEETING TO ORDER

Scot Bowman, President, called the meeting to order at 6:03 PM.

Present: Scot Bowman, Lindsay Cadenhead, Lance Hood, Shelley Isbell, Malinda Knappenberger, Jessica Ng-Hinojosa

Absent: Raul Najera, Bob Kowalski

2. CITIZEN COMMENTS

Citizens wishing to address the Board on non-public hearing agenda items and items not on the agenda may do so at this time. Once the business portion of the meeting begins, only comments related to public hearings will be heard. All comments are limited to 5 minutes. Due to regulations of the Texas Open Meetings Act, please do not expect a response from the Board as they are not able to do so. In order to be recognized during the citizens comments or during a public hearing (applicants included), please complete a comment card located at the entry to the city council chambers and present it to the Parks & Recreation Administrative Assistant prior to the start of the meeting.

None

3. RECESS INTO EXECUTIVE SESSION

Pursuant to Section 551.071, Texas Government Code, the Council reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this meeting for any posted agenda item, to receive advice from its attorney as permitted by law.

Scot Bowman, President, recessed into Executive Session at 6:04 PM.

Board Member Kowalski arrived during Executive Session.

- A.** Consultation with City Attorney to Seek Advice About Pending or Contemplated Litigation, a Settlement Offer, or on a Matter in Which the Duty of the City Attorney to the City's Governmental Body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Clearly Conflicts with Chapter 551 of the Texas Government Code Pursuant to 551.071
- B.** Discussion Regarding Possible Purchase, Exchange, Lease, or Value of Real Property Pursuant to Section 551.072

- i. Park Project #08-22-01
- ii. Park Project #04-23-01

4. 6:00 P.M. OR IMMEDIATELY FOLLOWING EXECUTIVE SESSION - RECONVENE INTO REGULAR BUSINESS SESSION

Scot Bowman, President, reconvened the Regular Meeting at 7:20 PM.

5. TAKE ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

None

6. APPROVAL OF MINUTES

25-1162 Approval of Regular Meeting Minutes - July 8, 2025

Attachments:

1. 07-08-2025

A motion was made by MPFDC Vice President Cadenhead to approve the item. Seconded by Board Member Ng-Hinojosa. The motion PASSED by the following vote:

Aye: 7 Scot Bowman, Lindsay Cadenhead, Lance Hood, Shelley Isbell, Malinda Knappenberger, Bob Kowalski, Jessica Ng-Hinojosa

Nay: 0 None

Abstain: 0 None

7. CASH FLOW STATEMENT

25-1163 Cash Flow Statement July 31, 2025

Attachments:

1. Cash Flow Report - August 2025
2. MPFDC Sales Tax - August 2025

A Cash Flow report was reviewed during the meeting with revised numbers (copy on file in the Community Services Executive Director's Office). A month-to-month sales tax comparison through July was reviewed. For the month of August, sales tax is up .93% over last year and up 8.60% for the year.

8. STAFF COMMENTS

A. A. Executive Director or Authorized Representative

- i. Current/Future Agenda Items
- ii. Executive Director Updates
- iii. Departmental Updates

25-1180 Monthly Report - August 2025

Attachments:

1. MPFDC Monthly Report - August 2025

Matt Young, Executive Director of Community Services, reviewed the status of current projects with the board.

9. PUBLIC HEARING

Mansfield Park Facilities Development Corporation Proposed FY2025-2026 Budget Including Purchase of Land, Improvements to Existing Park Land, Construction of New Parks and Facilities, Paying Maintenance and Operating Costs of Such Projects

Attachments:

1. MPFDC Proposed FY26 Budget - Public Hearing

Scot Bowman, President, opened the Public Hearing at 7:41 p.m. and read the proposed FY2025-2026 budget into the record. With no one wishing to speak, Scot Bowman closed the Public Hearing at 7:42 p.m.

10. NEW BUSINESS

- 25-1135 Mansfield Park Facilities Development Corporation Proposed FY2025-2026 Budget Including Purchase of Land, Improvements to Existing Park Land, Construction of New Parks and Facilities, Paying Maintenance and Operating Costs of Such Projects

A motion was made by MPFDC Vice President Cadenhead to approve the item. Seconded by Board Member Kowalski. The motion PASSED by the following vote:

Aye: 7 Scot Bowman, Lindsay Cadenhead, Lance Hood, Shelley Isbell, Malinda Knappenberger, Bob Kowalski, Jessica Ng-Hinojosa
Nay: 0 None
Abstain: 0 None

- 25-1136 Resolution – A Resolution of the Mansfield Park Facilities Development Corporation of the City of Mansfield, Texas, Approving Changes to the Athletic Field Use and Allocation Policy; Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law; And Declaring an Effective Date.

Presenters: Brian Coatney, Assistant Director of Parks and Recreation

Attachments:

1. Resolution
2. Exhibit A

A motion was made by Board Member Ng-Hinojosa to approve the resolution. Seconded by Board Member Knappenberger. The motion PASSED by the following vote:

Aye: 7 Scot Bowman, Lindsay Cadenhead, Lance Hood, Shelley Isbell, Malinda Knappenberger, Bob Kowalski, Jessica Ng-Hinojosa
Nay: 0 None
Abstain: 0 None

Resolution Number:

11. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Lance Hood complimented staff on appearing on the About Mansfield podcast and thanked staff for fixing the electrical pole issue along the trail on Matlock Road.

Malinda Knappenberger thanked staff for doing a great job.

Lindsay Cadenhead commented on the success of the 100 Hours of Play program and thanked staff for their efforts with the leagues and associations.

Bob Kowalski congratulated and thanked staff for all they do.

Jessica Hinojosa said she appreciated the progress seen around town.

Shelly Isbell said thank you to staff for their hard work.

Scot Bowman commented on the Geyer Commons website and said it was well done.

12. INFORMATIONAL ITEMS

Matt Young informed the board on the following upcoming events for the department:

- Fields at Station 63 ribbon cutting on September 6 at 9:00 a.m.
- Muniversity for the department is on September 10
- Staff will attend the NRPA conference September 15-18
- The Southpointe neighborhood has their Night Out event on September 19, staff will be there with a Parks and Recreation booth

13. ADJOURN

**A motion was made by Board Member Kowalski to adjourn the meeting at 7:58 p.m.
Seconded by MPFDC Vice President Cadenhead. The motion PASSED by the following vote:**

Aye: 7	Scot Bowman, Lindsay Cadenhead, Lance Hood, Shelley Isbell, Malinda Knappenberger, Bob Kowalski, Jessica Ng-Hinojosa
Nay: 0	None
Abstain: 0	None

Scot Bowman, President

ATTEST:

Sarah Speer, Administrative Assistant II

MANSFIELD PARKS FACILITIES DEVELOPMENT CORP.
YEAR TO DATE SALES TAX COMPARISON
OCTOBER 2024
TO SEPTEMBER 2025

3

MONTH	FY24	FY25	DOLLAR VALUE INCREASE (DECREASE) FY 2024/2025	PERCENTAGE INCREASE (DECREASE) FY 2024/2025
OCTOBER	778,872.57	833,159.34	54,286.77	6.97%
NOVEMBER	884,066.99	937,742.74	53,675.75	6.07%
DECEMBER	767,250.06	832,390.94	65,140.88	8.49%
JANUARY	788,624.44	850,863.02	62,238.58	7.89%
FEBRUARY	940,225.34	1,237,240.39	297,015.05	31.59%
MARCH	756,005.23	759,014.43	3,009.20	0.40%
APRIL	706,313.43	692,355.03	(13,958.41)	-1.98%
MAY	937,418.19	1,028,732.59	91,314.40	9.74%
JUNE	751,414.01	838,965.20	87,551.19	11.65%
JULY	801,514.60	876,569.23	75,054.63	9.36%
AUGUST	1,017,501.75	1,026,956.18	9,454.43	0.93%
SEPTEMBER	869,724.90	909,513.71	39,788.81	4.57%
YTD TOTAL	9,998,931.52	10,823,502.79	824,571.28	8.25%

MANSFIELD PARKS & RECREATION

SEPTEMBER 2025

OUR VISION

to inspire Mansfield to
gather, grow, preserve & play
through welcoming spaces
& remarkable
experiences

OUR MISSION

to create community by
exceeding expectations
in design, maintenance, operations
and programming with a commitment
to **lead as a team**
with uncompromising integrity

OUR GOALS



Increase Access to
Parks and Programs



Develop, Maintain
and Innovate



Improve Health
and Wellness



Preserve
Natural Spaces



Cultivate
Community Pride



MANSFIELD
PARKS & RECREATION

mansfieldparks.com



@mansfieldtxparks

THIS MONTH IN MANSFIELD



City leaders joined representatives from KemperSports and REV Entertainment on Saturday, Sept. 6 to celebrate the grand reopening of Fields at Station 63. The facility formerly known as Big League Dreams has been closed since December 2023, after the City terminated the operating agreement due to a failure to comply with all terms of the agreement and ongoing concerns regarding the condition of the facility. After a detailed assessment of the park and RFP process, KemperSports was selected as the new operator, with REV Entertainment providing consulting and management services.

Since closure, the park has undergone massive renovations, including all new, full synthetic turf on all 8 fields; lighting, fencing and spectator upgrades; renovations to the indoor practice building; and an overhaul of both restaurants. The refreshed facility is already booking tournaments, camps, leagues and rentals, and was welcomed back by an enthusiastic group of players who were all eager to receive the first pitch.

UPCOMING EVENTS

- Splash & Dash Puppy Tri, Saturday, Sept. 20 at 9 a.m.
- MAC Member Appreciation Day: Friday, Oct. 3 at 6 p.m.
- Founder's Day: Saturday, Oct. 4 at 10 a.m.
- Punt, Pass, Kick Competition: Friday, Oct. 10 at 10 a.m.
- Haunt the Block: Thursday, Oct. 16 at 5 p.m.
- Super Kids Boo Bash: Thursday, Oct. 24 at 6 p.m.
- Boo Bash: Friday, Oct. 25 at 6 p.m.
- Peek-a-Boo Trick or Treat: Tuesday, Oct. 28 at 10 a.m.

DIVISION UPDATES

RECREATION

MAC VISITORS	12,761
RECREATION PARTICIPANTS	739
SENIOR MEALS SERVED	624
SENIOR DAILY VISITS	933
MAC MEMBERSHIPS SOLD	146
NATURE EDUCATION PARTICIPANTS	104
FIELD TRIP PARTICIPANTS	0

OPERATIONS

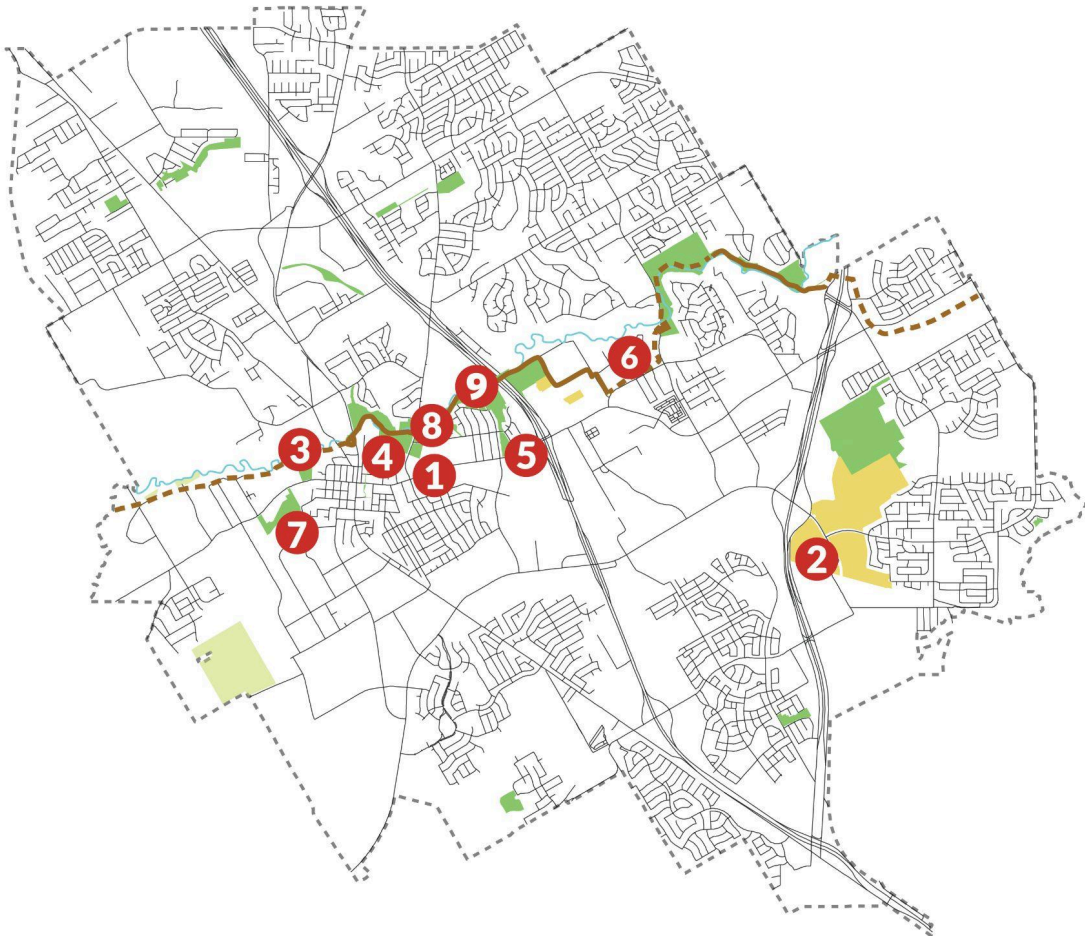
PLAYGROUND INSPECTIONS	16
PAVILION RENTALS	58
FIELD AND COURT RENTALS	34
SPLASH PAD WATER TESTS	307

MARKETING

FACEBOOK FOLLOWERS	18,250
FACEBOOK VIEWS	615,547
INSTAGRAM FOLLOWERS	5,020
INSTAGRAM VIEWS	64,069
EMAIL SUBSCRIBERS	7,372
EMAIL OPEN RATE	31%
WEBSITE VISITORS	6,509



PARK PROJECT UPDATES



	PROJECT	ADDRESS	DETAILS	STATUS
1	Geyer Commons	599 E. Broad St.	Historic plaza with retail and park amenities	Construction
2	Fields at Station 63	500 Heritage Pkwy S.	Renovation and rebranding of entire complex	Construction
3	Mans Best Field Dog Park	610 W. Broad St.	Water feature, pavilion, lighting, trail connection	Construction
4	Katherine Rose Memorial Park	303 N. Walnut Creek Dr.	Parking expansion, new playground & restroom	Construction
5	Julian Feild Park	1531 E. Broad St.	Veterans memorial, restrooms and pond	Construction
6	Walnut Creek Linear Trail	Cannon/Carlin to ONP	Phase 3B on-street side path trail	Construction
7	McClendon Park East	740 W. Kimball St.	New playground and nature trail	Construction
8	Hardy Allmon Soccer Complex	310 N Walnut Creek Dr.	Relocate soccer fields, add sport courts & fitness	Design
9	McKnight Park West	302 N. Wisteria Dr.	Playground, park amenities and disc golf course	Design

Mansfield Parks and Recreation uses department goals and City Council priorities to develop both long and short-term projects and plans. All projects include icons indicating which of the priorities are being addressed.

1 GEYER COMMONS



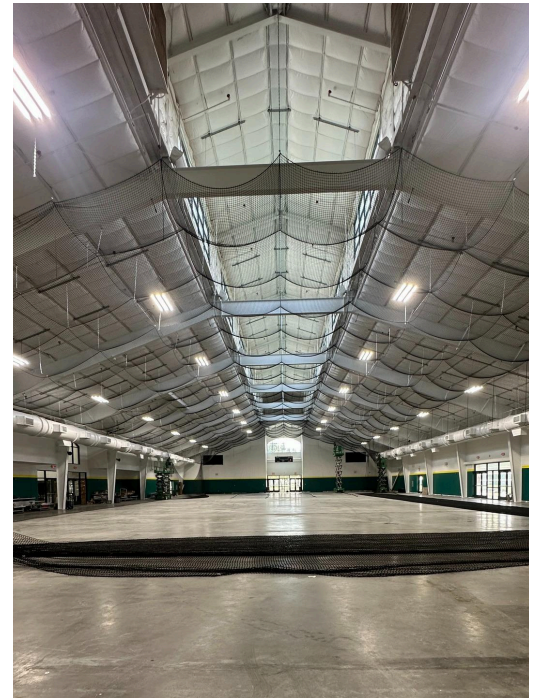
SUMMARY	The Geyer Commons project will redevelop the City's first ballfield into a mixed-use public space. Phase I includes design and construction of an urban plaza with a vendor market, splash pad, restrooms with an incorporated pump room, architectural gateway feature, seating areas, open space improvements, streetscape improvements, trees, landscaping, infrastructure and lighting. Future phases will include construction of the civic lawn, architectural fountain, wiffle ball field, historic home relocation, parking areas, and additional landscaping and infrastructure.				
CURRENT UPDATE	The electrical and plumbing installation for the splashpad is underway, and the restroom roof framing installation has begun. The decorative trusses for the entry portals have been fabricated and are ready for installation. Underground electrical and telecommunications installation is anticipated to be completed this month. Underground drainage and sub base work for the synthetic turf area is complete. Access drive installation is underway and the construction for the parallel parking spaces spaces is 90% complete. Substantial completion is anticipated in November.				
PROJECT MANAGER	Mitali Mandlekar	TARGET COMPLETION	Fall 2025	BUDGET	\$5.6 million
DESIGN FIRM	Dunaway Associates	CONTRACTOR	Millis Development & Construction	SOURCE	GF CO's



2 FIELDS AT STATION 63



SUMMARY	Mansfield City Council terminated the operating agreement with Big League Dreams Mansfield, Inc. in late 2023 due to a failure to comply with the agreement and ongoing concerns regarding the facility condition. After a detailed assessment of the park, which includes eight ball fields, an indoor pavilion, two restaurants, batting cages, and a playground, KemperSports and REV Entertainment were selected to serve as the new management team. They are currently overseeing the renovations, rebranding and reimagining of the facility and its programming.				
CURRENT UPDATE	The majority of the renovation projects have been completed, with a list of final punch list items identified. A very successful re-opening ceremony was held on Saturday, September 6, with city officials and partners throwing out the ceremonial first pitch to Mansfield youth athletes. The first major baseball tournament is scheduled for September 13-14.				
PROJECT MANAGER	Matt Young/ KemperSports	TARGET COMPLETION	Fall 2025	BUDGET	\$12M
DESIGN FIRM	LRK (Kemper)	CONTRACTOR	Various	SOURCE	GF, KemperSports



3 MANS BEST FIELD DOG PARK



SUMMARY

This project covers the development of phase II for the dog park, which entails installing a swimming pond/water feature for dog use, a dog wash station/area, a central pavilion, agility equipment, and extending irrigation and lighting further into the paddocks. A paved trail is also being added to provide access to the pond and provide future access to the WCLT 4A/4B expansion.

CURRENT UPDATE

The contractor has been fine tuning the grades of the new trail and the areas surrounding the pond while also preparing for concrete to start being poured. They will work backwards, pouring from the end of the trail and pond area first and working back up to the front of the park, while also working on pouring the pavilion and dog wash areas during this time. The last section of irrigation for the pond area has been installed as well. The contractor will be completing the new section of fencing so that paddock #2 can be reopened to the public for usage. Site amenities have started to be delivered and will be installed after the concrete is finished and cured appropriately.

PROJECT MANAGER

Garett Smith

TARGET COMPLETION

Fall 2025

BUDGET

\$900,000

DESIGN FIRM

Westwood

CONTRACTOR

The Fain Group

SOURCE

MPFDC, Park Fees



4 KATHERINE ROSE MEMORIAL PARK



SUMMARY	Katherine Rose Park and Hardy Allmon Soccer Complex are being reimaged to better fit the needs of a growing community. The project includes a master redevelopment plan of the space, including available nearby properties and parks.				
CURRENT UPDATE	The contractor continues to work on the roofing and electrical for the restroom building, with the steel beams and rafters completed and the roof panels currently being placed. The walls have been painted and weatherproofed, which will allow for the interiors to be finished once the roofing is completed. The playground equipment installation has been moving very quickly, with the swing area, inclusive play area, quantis and squirrel all being installed over the past few weeks. The concrete base underneath the 2-5 year old play area has been poured in preparation for surfacing as well. One pavilion has been installed and the second is currently underway. Installation of the squirrel play feature is moving quickly, so the towers should begin to go up once that area is completed. Irrigation has been completed on the Smith Street soccer fields, with installation of sod underway.				
PROJECT MANAGER	James Fish & Garrett Smith	TARGET COMPLETION	Winter 2025	BUDGET	\$10 million
DESIGN FIRM	Parkhill	CONTRACTOR	Cole Construction	SOURCE	GF, ARPA, MPFDC



5 JULIAN FEILD PARK



SUMMARY	Phase one of Julian Feild Park redevelopment includes walkways, reflection pond, irrigation and landscaping, restrooms, Serenity Gardens improvements, and a large veterans memorial plaza. Future phases will include trails throughout the rear, wooded portion of the park, and a connection to the Walnut Creek Linear Trail. This project also includes work to address erosion along the west side of the park supported by the drainage fund.				
CURRENT UPDATE	The restroom building is nearing completion. Site electrical work has been ongoing. Pond regrading work is underway with bridge abutments completed on one side. The upper site work infrastructure is essentially complete, and the park monument has been stone work is complete. Rock walls are being installed in the pond, and the pavilion roof is being installed. Project completion is estimated to be in early January.				
PROJECT MANAGER	James Fish	TARGET COMPLETION	Winter 2025	BUDGET	\$5 million
DESIGN FIRM	Kimley-Horn	CONTRACTOR	AUI Partners, LLC	SOURCE	TIRZ #1



6 WALNUT CREEK LINEAR TRAIL 3B



SUMMARY	This segment will extend from the recently completed trail at Cannon and Carlin Roads and create a connection to the entrance of Oliver Nature Park with a combination of added trails and expanded sidewalks along Matlock Road.				
CURRENT UPDATE	Construction of the sidepath and connection to the under-bridge trail crossing on the east side of Matlock is underway. Work on the piers for the retaining wall under the bridge has begun and work will continue until the project is complete in December.				
PROJECT MANAGER	James Fish	TARGET COMPLETION	Winter 2025	BUDGET	\$3 million
DESIGN FIRM	Kimley Horn & Associates	CONTRACTOR	Humphrey & Morton Construction Company, Inc.	SOURCE	MPFDC/GF Bonds



7 MCCLENDON PARK EAST



SUMMARY	This project includes the renovation and expansion of the playground area, as well as reworking and enhancing the nature trail connection between this park and McClendon Park West				
CURRENT UPDATE	Staff and the contractor are currently awaiting the completion of the Oncor work to move forward with construction. Once they disconnect the old line and reconnect the new lines, the park contractor will resume completion of the new playground and sitework. Project is expected to be completed in early October.				
PROJECT MANAGER	Garett Smith	TARGET COMPLETION	Fall 2025	BUDGET	\$800,000
DESIGN FIRM	Westwood	CONTRACTOR	D.L. Meacham	SOURCE	MPFDC



8

HARDY ALLMON SOCCER COMPLEX



SUMMARY

Katherine Rose Park and Hardy Allmon Soccer Complex are being reimaged to better fit the needs of a growing community. This phase will include adding tennis, pickleball, basketball and sand volleyball courts on the south side of Magnolia. The north side will include fitness amenities.

CURRENT UPDATE

The design consultant and the architectural consultant have completed the design development task and will begin the construction document development and engineering tasks with target completion by the end of the calendar year.

PROJECT MANAGER

Mitali Mandlekar

TARGET COMPLETION

Fall 2026

BUDGET

\$9 million

DESIGN FIRM

Parkhill

CONTRACTOR

TBD

SOURCE

MPFDC



9 JAMES MCKNIGHT PARK WEST



SUMMARY	Mansfield Parks and Recreation was awarded a \$750,000 non-urban outdoor recreation grant for James McKnight Park West from the Texas Parks and Wildlife Commission (TPWC) in January 2023 to add much-needed amenities to the 35-year-old park. The concept includes a playground, walking trail with fitness stations and the city's first disc golf course.				
CURRENT UPDATE	60% construction documents are complete. Conceptual routing design of the proposed disc golf course is complete and extensive field work associated with determination of fairway limits work was completed this month. The prime consultant is continuing to work closely with the City to begin development of the detailed park and trail design.				
PROJECT MANAGER	Mitali Mandlekar	TARGET COMPLETION	Summer 2026	BUDGET	\$2.3 million
DESIGN FIRM	Freese and Nichols, Inc. / Houck Design	CONTRACTOR	TBD	SOURCE	TPWD Grant, MPFDC





**City of Mansfield
Staff Report**

Item ID: 25-1319

Agenda Date: September 18, 2025

Title

Resolution – A Resolution of the Mansfield Park Facilities Development Corporation of the City of Mansfield, Texas, Approving a Professional Services Contract With Dunaway Associates, LLC in an Amount Not to Exceed \$530,310 for Landscape Architectural, Environmental and Engineering Design Services for Phase 4 of the Walnut Creek Linear Trail System; Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law; And Declaring an Effective Date. (GO Bonds)

Description/History

In the 2020 Parks and Recreation Master Plan, Walnut Creek Linear Trail System Phase 4 is listed as the second highest priority project in the southwest quadrant. The trail will extend from N. Main Street to the western City limits at Retta Road. The improvements planned for this trail system include, but are not limited, to 12'-wide concrete hike and bike trail, pedestrian bridges, boardwalks, elevated trail sections, trail overlook areas, retaining wall structures, site furnishings, signage and landscape improvements. The project is located within the Walnut creek floodplain and may require necessary improvements to prevent erosive conditions.

The proposed professional services contract in an amount not to exceed \$530,310 with Dunaway Associates, L.L.C includes design and engineering services to provide detailed construction documents including plans, specifications and opinions of probable construction costs for linear park development. Their scope of work also includes bid phase services, flood study and environmental permitting services. The fee proposal includes a \$15,000 contingency to allow for changes through the design phase and \$2,000 in reimbursable expenses.

Strategic Initiative

Develop Strong Economy

Recommendation

Approve Resolution

Funding Source

General Obligation Bonds

Prepared By

Mitali Mandlekar, Park Project Manager II - (817) 728-3387

RESOLUTION NO. _____

A RESOLUTION OF THE MANSFIELD PARK FACILITIES DEVELOPMENT CORPORATION OF THE CITY OF MANSFIELD, TEXAS, APPROVING A PROFESSIONAL SERVICES CONTRACT WITH DUNAWAY ASSOCIATES, LLC IN AN AMOUNT NOT TO EXCEED \$530,310 FOR LANDSCAPE ARCHITECTURAL, ENVIRONMENTAL AND ENGINEERING DESIGN SERVICES FOR PHASE 4 OF THE WALNUT CREEK LINEAR TRAIL SYSTEM; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND DECLARING AN EFFECTIVE DATE. (GO BONDS)

WHEREAS, the Mansfield Park Facilities Development Corporation (“MPFDC”) is a Texas non-profit corporation operating as a Type B Economic Development Corporation under the Development Corporation Act, codified in Subtitle C1 of Title 12 of the Texas Local Government Code, Chapters 501 through 505 (the “Act”), the Texas Non-Profit Corporation Act, as amended, and other applicable laws; and

WHEREAS, the MPFDC promotes economic development within the City of Mansfield (the “City”) to eliminate unemployment and underemployment, and to promote and encourage employment and the public welfare of, for and on behalf of the City by developing, implementing, providing, and financing projects under the Act; and

WHEREAS, the City Council and MPFDC approved the Parks, Recreation, Open Space & Trails Master Plan in October 2020; and

WHEREAS, the MPFDC has determined that constructing the proposed linear park trail system improvements for Walnut Creek Linear Trail System Phase 4 will fulfill the second highest priority project in the southwest quadrant as indicated in the Master Plan; and

WHEREAS, funding for this contract is available from General Obligation Bonds approved by voters in May 2022; and

WHEREAS, all constitutional and statutory prerequisites for the approval of this resolution have been met, including but not limited to the Open Meetings Act; and

WHEREAS, the MPFDC deems the adoption of this resolution to be in the best interest of public health, safety and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MANSFIELD PARK FACILITIES DEVELOPMENT CORPORATION OF THE CITY OF MANSFIELD, TEXAS, THAT:

SECTION 1.

That a professional services contract with Dunaway Associates, LLC in an amount not to exceed Five Hundred Thirty Thousand One Hundred Thirty and no/100 dollars (\$530,130) for

professional design services for Phase 4 of the Walnut Creek Linear Trail System in substantially the same form as Exhibit A, attached, is hereby approved.

SECTION 2.

That the MPFDC President, or his designee, is authorized to execute any documents necessary and take such actions as are necessary to implement this Resolution.

SECTION 3.

That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

SECTION 4.

That this Resolution shall be effective from and after its passage.

**PASSED AND APPROVED BY THE MANSFIELD PARK FACILITIES
DEVELOPMENT CORPORATION THIS 18TH DAY OF SEPTEMBER 2025.**

Scot Bowman, President

ATTEST:

Sarah Speer, Administrative Assistant II

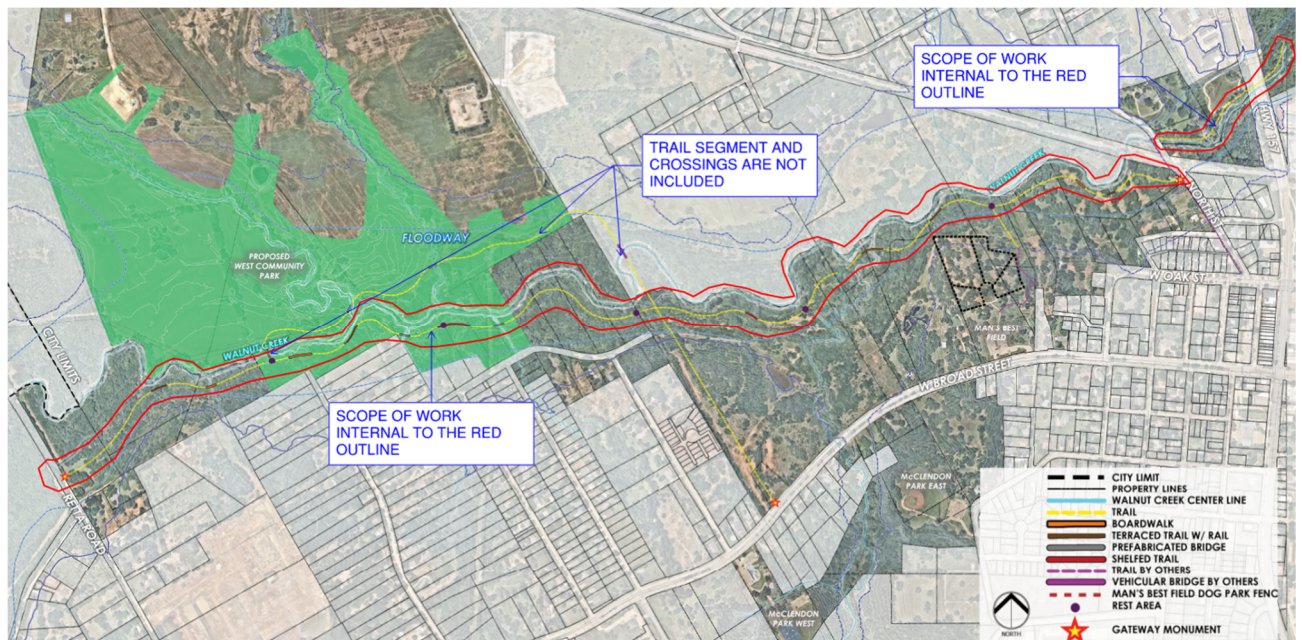
**PROPOSAL FOR PROFESSIONAL SERVICES
FOR
WALNUT CREEK LINEAR TRAIL – PHASE IV
Mansfield, Texas**

August 13, 2025

I. PROJECT DESCRIPTION

Dunaway Associates, L.L.C. (**“Dunaway”**) will perform professional design services for the City of Mansfield (**“City”**) for the Walnut Creek Linear Trail System Phase 4 located approximately between Retta Rd. and Hwy. 157. This design work for the new improvements is based upon the “Overall Conceptual Trail Alignment”, as previously developed by Dunaway as part of the Feasibility Study dated January 2025 (Trail Exhibit A below). Dunaway will prepare final construction documents for the trail improvements for the purpose of publicly bidding the work in accordance with City standards.

Dunaway’s scope of work includes professional landscape architectural, environmental, and engineering design services, designed within one bid package.



Trail Exhibit A (Approx. 2-miles)

II. SCOPE OF SERVICES

A. BASE MAPPING & PRELIMINARY ALIGNMENT REVIEW

1. Dunaway will work with City staff to gather and verify as current all available information for on-site and off-site conditions including but not limited to the following: GIS files; as-built CAD files, aerial photographs; topographic surveys; easements; boundary surveys; property lines; building locations and layouts; roadways and parking; utility locations; trees and vegetation; hydrology and drainage information; and any existing park improvement.
2. Dunaway will attend two (2) Site Visits with City representatives to walk portions of the existing creek corridor to evaluate and document existing site features and potential trail alignment. Dunaway will utilize a GPS to field map the centerline of trail to provide alignment for survey. Dunaway will update the existing conditions base map for use in the design process.
3. Dunaway will review the City provided documents from the upcoming developments, including the north street realignment & access road with vehicular bridge to Westhill Parks. The City will be responsible for coordinating and providing Dunaway with any alignment concerns regarding Westhill Parks Community and West Community Park.
4. Dunaway will prepare a Preliminary Alignment Review Exhibit for the proposed trail improvements. The alignment will include the City approved program items and utilize the topographic survey provided by the City.
5. Dunaway will prepare a Preliminary Opinion of Probable Construction Cost (OPCC) for the proposed improvements.
6. Dunaway will attend one (1) virtual meeting with City representatives to review the Preliminary Alignment Exhibit and Preliminary OPCC. The purpose of the meeting will be to confirm the overall alignment and obtain City approval before proceeding into the Design Development phase of work. If the City chooses to increase the program, length of trail, or trail connections, Dunaway will review with the City the required additional fees necessary to cover the increase in scope of work. Dunaway will not proceed into the Design Development phase until the final program, alignment, and budget allocations have been approved in writing by the City.

TASK A – Deliverables:

- Preliminary Alignment Exhibit (PDF)
- Preliminary OPCC (PDF)

B. DESIGN DEVELOPMENT (60%)

1. Dunaway will prepare Design Development drawings for the proposed trail improvements. The Design Development drawings will be prepared at an approximate 60% level of completion of Construction Documents.
2. Dunaway will update the OPCC for the proposed improvements.
3. The City will provide to Dunaway all front-end documents, contracts, insurance requirements, general conditions, etc. for use by Dunaway in preparing the specifications and contract documents.
4. Dunaway will prepare a preliminary Table of Contents for the specifications and contract documents.
5. Dunaway will submit the Design Development drawings and Table of Contents for the specifications and contract documents to the City for review and approval.
6. Dunaway will attend one (1) virtual meeting with City representatives to review the Design Development submittal. The City will provide, in writing to Dunaway, all review comments for the Design Development submittal.
7. Dunaway will attend one (1) virtual meeting with City representatives to review the design development feedback and comments. Dunaway will obtain these comments and approval from the City prior to proceeding into the final construction documents.

TASK B – Deliverables:

- 60% Design Development Drawings (PDF)
 - Includes sheet index
- 60% OPCC (PDF)
- List of Technical Specifications Sections - Table of Contents (PDF)
- Environmental Permitting & Floodplain Permit Applications
 - Archaeological Permit Application (if applicable)
 - USACE Permitting Application (if applicable)
 - Floodplain Permit Application

C. FINAL CONSTRUCTION DOCUMENTS

1. Dunaway will prepare Final Construction Documents at an approximate 90% level of completion. The Construction Documents will be comprised of both the drawings and the specifications & contract documents book.

2. Dunaway will submit the 90% Construction Documents with updated opinion of probable cost to the City for final review and comments.
3. Dunaway will provide one (1) half size printed copy of the 90% plans to the City for review.
4. Dunaway will attend one (1) virtual meeting with City representatives to review the 90% Construction Documents submittal. The City will prepare final, written comments for all revisions requested to the 90% Construction Document submittal.
5. Dunaway will attend one (1) virtual meeting with City representatives to review the 90% feedback and comments. Dunaway will obtain these comments and approval from the City prior to proceeding into the final construction documents.
6. Dunaway will prepare final 100% Construction Documents for the City to utilize in publicly bidding the project. These documents will include the drawings, technical specifications, and bid form.
7. Dunaway will attend one (1) virtual meeting with City representatives to review the 100% Construction Documents submittal.
8. Dunaway will attend one (1) virtual meeting with City representatives to review the 100% feedback and comments.
9. Dunaway will provide one (1) half size printed copy of the 100% plans to the City for review.
10. Dunaway will submit the final Construction Documents to an independent reviewer for the Texas Department of Licensing and Regulation (TDLR) required accessibility review. Fees associated with plan review, project filing, and inspection are included in the Scope of Services.

TASK C – Deliverables:

- 90% Construction Drawings (PDF)
- 90% Construction Drawings (One (1) 1/2 Size Printed)
- 90% Contract Documents (PDF)
- 90% OPCC (PDF)
- Final 100% Construction Drawings (PDF)
- Final 100% Construction Drawings (One (1) 1/2 Size Printed)
- Final Contract Documents (PDF)

- 100% AutoCAD Files with XREFS for City Record
- 90% & 100% Environmental Permitting & Floodplain Permit Application
 - Archaeological Permit Application (if applicable)
 - USACE Permitting Application (if applicable)
 - Floodplain Permit Application

D. BID PHASE

1. Dunaway will attend one (1) in person pre-bid meeting with City representatives and the potential bidders.
2. Dunaway will assist the City in preparing addendum(s), if required, during the bid phase.

The City will be responsible for reviewing contractor's bids and making the final recommendation.

TASK D – Deliverables:

- Addendums (as necessary)

E. STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

1. In conjunction with the completion of the final Construction Documents, Dunaway will prepare a SWPPP template for use by the Client's contractor. This template will be prepared in accordance with Texas Commission on Environmental Quality (TCEQ) regulations for the Texas Pollutant Discharge Elimination System (TPDES). It should be noted that it will be the Client's contractor that will be responsible for completing the information required by the template and for performing the required inspections and maintenance reports.

TASK E – Deliverables:

- SWPPP Booklet (PDF)

F. FLOODPLAIN ANALYSIS & PERMITTING

Dunaway will prepare a detailed floodplain study in accordance with the City of Mansfield standards. The study will support the floodplain development permit application for proposed construction activities within designated floodplain areas along Walnut Creek and its tributaries.

1. Data Collection

- HEC-RAS Model Review - Dunaway will review the HEC-RAS hydraulic model provided by the City for completeness and suitability. Any issues identified during the review will be communicated to the City.
- Topographic Coordination - Dunaway will coordinate with the City regarding topographic survey needs within the project limits. Specific attention will be given to creek crossings associated with the proposed trail alignment.
- Site Visit - A site visit will be conducted to document existing conditions. Dunaway will compile a photographic record for reference in the analysis and reporting.

2. Hydrology

- The existing hydrologic data included in the City-provided model will be used for this study. No new hydrologic analyses or updates to current hydrology will be performed.

3. Floodplain Evaluation

A. Existing (Pre-Project) Conditions

- Generate cross-sectional data for Walnut Creek and tributaries using contour and field survey information.
- Supplement the effective hydraulic model with updated cross-section data to reflect existing stream conditions within the project limits.
- Create hydraulic models for the tributaries near the proposed pedestrian bridge crossings.
- Compute 100-year floodplain limits for existing conditions along Walnut Creek and its tributaries within the project limits.
- Delineate existing floodplain limits throughout the project limits.

B. Proposed (Post-Project) Conditions and Impact Evaluation

- Revise the existing (baseline) hydraulic model to incorporate proposed trail and pedestrian bridge crossings.
- Compute 100-year floodplain limits for proposed conditions across the entire project site.
- Evaluate any changes in 100-year water surface elevations (WSELs)
- Confirm the project does not increase WSELs along Walnut Creek or its tributaries.
- If increases are identified, determine appropriate combinations of clearing and/or grading to achieve a zero rise in WSEL.
- Coordinate with the City to identify acceptable design modifications to maintain compliance with zero-rise requirements.
- Delineate the proposed floodplain conditions through the project limits.

- Prepare a comparative analysis between existing and proposed 100-year WSELs, including clear tie-ins to upstream and downstream floodplain limits.

C. Reporting and Documentation

- Prepare a flood study report summarizing:
 - o Project assumptions and methodologies
 - o Results of the floodplain analysis
 - o Graphic exhibits, including hydraulic workmap
 - o Complete and submit the City of Mansfield floodplain development permit application form(s).

4. Coordination Meetings

- Attend up to three (3) coordination meetings with City staff to review findings and recommendations.
- Attend one (1) dedicated meeting to present the project and address any City concerns related to impacts on the Walnut Creek floodplain.

TASK F – Deliverables:

- Report and Supporting Exhibits (PDF)
- HEC-RAS Hydraulic Model (Digital)
- Completed City of Mansfield Floodplain Development Permit Application

G. Environmental Compliance

1. Waters of the U.S. Delineation

Environmental Scientists from Dunaway will conduct a field assessment of the proposed site to assess potential aquatic resources. Field staff will use a Global Positioning System (GPS) to map aquatic resources, including wetlands; data collected in the field will be downloaded and prepared for inclusion in the Waters of the U.S. Delineation Report. The Waters of the U.S. Delineation Report will utilize existing datasets (USGS Topographic, USDA Soils, USFWS NWI, etc.) along with data collected during the field assessment. The limits and descriptions of delineated aquatic features found during the field assessment will be described and shown within the report and site exhibits. A professional opinion will be provided for each feature to determine whether the feature meets the current regulatory definition of Waters of the U.S. The assessment will include potential permitting scenarios for the development of the project and impact thresholds associated with the use of such permits.



This scope and fee does not include any Section 404 permitting assistance with the United States Army Corps of Engineers (USACE). If Waters of the U.S. are discovered within the site boundary and are impacted by the proposed development, a Section 404 permit may be necessary. Additionally, a Section 404 permit would require a Section 106 Cultural Resources review and a species-specific impact assessment for Threatened or Endangered (T&E) species-specific impact assessments or Section 7 consultation with USFWS. If the habitat meets the criteria to support any of the listed T&E species in Tarrant County, a species-specific field survey may be required. This scope and fee does not include any archaeological review or surveys or T&E Species impact assessment/field survey.

2. Archeological Survey & Agency Coordination

To ensure compliance with National Historic Preservation Act Section 106 and the Antiquities Code of Texas (ACT) requirements for the proposed project, Dunaway will contract with a subconsultant, Integrated Environmental Solutions (IES), to provide necessary services. These services include obtaining a Texas Antiquities permit from the Texas Historical Commission (THC), an intensive pedestrian survey to document archeological resources 50 years or older that could be impacted by the project, complete and submit all necessary data forms to the State, document any resource findings, and drafting a technical report that summarizes the findings of the archeological background review and pedestrian survey. As part of this scope, IES and Dunaway will coordinate with the Agencies to obtain formal comment.

If it is determined during the Survey that the project has the potential to impact a potentially significant archeological site or a property/structure that may be eligible for listing on the National Register of Historic Places (NRHP), a USACE Section 404 Permit Pre-Construction Notification will be required.



III. BASIS OF COMPENSATION

Dunaway proposes to provide the above-described scope of services for a Lump Sum fee of \$ 530,310 (Five Hundred Thirty Thousand, Three Hundred Ten and 00/100 Dollars), exclusive of reimbursable expenses and contingency. Services will be invoiced monthly based on percentage of work complete.

A. Base Mapping & Preliminary Alignment Review	\$ 28,595
B. Design Development	\$ 123,000
C. Final Construction Documents	\$ 201,250
D. Bid Phase	\$ 5,215
E. SWPPP	\$ 4,500
F. Floodplain Analysis & Permitting	\$ 80,250
G. Environmental Compliance	\$ 70,500
Total Design Services	\$ 513,310
Reimbursable Expenses (Not-to-Exceed)	\$ 2,000
Contingency (Not-to-Exceed)	\$ 15,000
TOTAL FEE (Not-to-Exceed)	\$ 530,310

Reimbursable expenses will be additional to the Basic Design Services cost. These expenses include, but may not be limited to such items as: reproduction costs, printing, mounting, etc. These expenses will not include costs for travel, airfare, hotel or meals.

IV. ADDITIONAL SERVICES

Additional services, not included in this Scope of Services, will be negotiated with the City as necessary. Compensation will be based upon either a mutually agreed lump sum fee or on an hourly basis.

VII. ASSUMPTIONS



- A. The City has not yet identified a construction budget for trail improvements. Should the City request a substantial number of alternate bid items be included in the construction document package, Dunaway and the City will reevaluate this Scope of Services and determine the basis of compensation in accordance with revisions to the design services.

This Scope of Services is based upon the following program summary as outlined in the RFP email by the client on July 14, 2015:

- Mobilization, Site Preparation, Demolition, and Clearing
 - 12-foot-wide concrete hike/bike trail (approx. 2 miles)
 - Prefabricated pedestrian bridges
 - Pedestrian Boardwalks or Elevated Trail Sections
 - Trailheads and Trail Overlooks
 - Gateway and Wayfinding Signage
- B. The City will provide as expeditiously as possible all base information, which it currently has in its possession, necessary to complete this Scope of Services described herein. All information provided by the City is assumed to be accurate and complete, unless indicated otherwise by the City. Any information required to complete this Scope of Services that cannot be readily provided by the City will remain the responsibility of the City. All such information shall be provided to Dunaway and any costs associated with acquisition of information will be borne by the City.
- C. This Scope of Services does not include any topographic survey, boundary survey work, or platting. Should additional information be needed by Dunaway, the City will provide this information to Dunaway.
- D. This Scope of Services does not include any geotechnical engineering evaluations or soils testing. The City will contract separately for geotechnical services as required for the project.
- E. It is anticipated that the City would handle any required communication and coordination with local and regional agencies such as the Texas Department of Transportation (TxDOT), utility districts, etc.
- F. This Scope of Services does not include preparation or coordination of a CLOMR or LOMR.
- G. This Scope of Services does not include any services associated with preparing an Environmental Impact Statement or Environmental Assessment.



- H. This Scope of Services does not include any water agency coordination or permitting with TCEQ.
- I. This Scope of Services does not include any community input or public meetings.
- J. This Scope of Services does not include any Electrical or MEP services.
- K. This Scope of Services does not include any services for traffic studies or transportation engineering/planning studies.
- L. It is assumed that the trail will be aligned to not impact certain Waters of the U.S. to avoid a USACE Nationwide Permit Pre-Construction Notification (PCN) submittal. If it is determined during the design process or during the archeological resources survey that a PCN is warranted, necessary services for a PCN would be considered additional.
- M. This Scope of Services does not include development of graphics for wayfinding or interpretive signs. Graphics will be coordinated and provided by the City.
- N. This Scope of Services does not include any services by an interpretive planner or graphics/signage/messaging specialist.
- O. Dunaway team members will attend the meetings as noted within this Scope of Services. Additional presentations, Public meetings, site trips/reviews, work sessions, etc. requested by the City will be considered as additional services as authorized by the City.
- P. This Scope of Services does not include design or production of any marketing materials to be utilized by the City for such items as press releases, web postings, brochures, flyers, posters, 3D animations, videos, etc.
- Q. This Scope of Services does not include and Construction Administration services.
- R. All administration of the construction contract and coordination with the Contractor will be the responsibility of the City.
- S. All printing costs not outlined in this scope of services for multiple sets of construction plans and technical specifications/contract document books will be the responsibility of the City.
- T. The City will pay for all required governmental processing fees and public notice advertising costs, and printing of bid documents/plans for bidding and construction.



- U. It is anticipated that the trail design will be prepared as one bid package. If additional bid packages are required by the City for phasing breakouts, Dunaway will re-evaluate this Scope of Services to address additional fees not covered in this Scope of Services.
- V. It is assumed that the contractor will be responsible for producing all as-built drawings required for this project.

VIII. COST ESTIMATES

Any Opinion of Probable Construction Cost (OPCC) provided by Dunaway will be on the basis of experience and judgment, but since it has no control over market conditions of bidding procedures, Dunaway cannot warrant that bids or ultimate construction costs will not vary from these OPCC.