



## SARASOTA COUNTY

*"Dedicated to Quality Service"*

February 7, 2014

Edward F. Lavallee  
City Manager  
City of Venice  
400 West Venice Avenue  
Venice, FL 34285

Dear Mr. Lavallee:

Sarasota County Parks and Recreation is in the beginning stages of preparing a scope of services for a Parks and Recreation Master Plan. The existing Sarasota County Parks and Recreation Master Plan was developed in 2006. To ensure that the evolving needs of our community are being met, as well as to plan for future needs, the Master Plan needs to be updated.

In developing the scope of services for the Request for Proposals (RFP), staff will require the selected company to coordinate their efforts with all the municipalities, including the scheduling of public meetings, obtaining input from the appropriate city staffs on the county's plan, and reviewing current and proposed city plans for parks and recreation facilities.

While the county's master plan process will provide for input and coordination with the municipalities, there may be an opportunity for a more comprehensive approach. At the January 29, 2014, meeting of the Board of County Commissioners, there was a discussion about extending an offer to the municipalities within Sarasota County to join us in the RFP process to develop and/or update their own parks and recreation master plans in conjunction with ours. One of the benefits of this process would be the identification of potential joint use sites and facilities. In addition, the joint planning effort could result in more efficient location of future facilities for both the county and participating cities.

The proposed approach would be to first determine those cities which would like to participate in updating and/or developing their parks and recreation master plan. County and city staff would then work with the municipalities, County Procurement and the Office of the County Attorney to develop an RFP or similar process to obtain proposals for development of the county and city master plans.

Upon selection of the vendor, each city would be responsible for contracting with, and overseeing, the development of their master plan. This would allow each city and the county to proceed with development of their own contract and supervision of the scope of work at a pace and in a manner that is appropriate for each community while coordinating efforts through the use of the same firm.

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We invite the City of Venice to participate in this process. We ask that you confirm your level of interest to us in writing February 28 or sooner.

Sincerely,



Thomas A. Harmer  
Interim County Administrator

c: Lee Ann Lowery, Assistant County Administrator  
Carolyn Brown, Parks and Recreation Director