



# Town of Knightdale

## *Staff Report*

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Title: Community Center Spatial Needs  
Assessment Contract Award

Staff: Chris Wiley, Director Parks & Recreation

Date: May 17, 2023

Director Signature: CW

Asst. Town Manger Signature: SY

Town Manager Signature: WRS

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### **BACKGROUND INFORMATION**

- The Town of Knightdale advertised a Request for Qualifications for this project in February of 2023. Two firms responded to the request. Both firms gave presentations and were interviewed. Davis Kane was chosen as the preferred company to conduct the Knightdale Community Center Spatial Needs Assessment.

### **SUMMARY**

- The Town interview panel consisted of the Parks & Recreation Director, Assistant Parks & Recreation Director, Town Manager, Assistant Town Manager, Public Works Director, Business Analyst and Development Services Director. The decision to choose Davis Kane was based on their experience with local municipal projects, experience with bond referendums, design philosophy, community engagement, and proposed strategy for collecting data from citizens.

### **RECOMMENDED ACTION**

- Authorize the Town Manager to enter into a contract with Davis Kane to prepare the Knightdale Community Center Spatial Needs Assessment Plan.