

## INTERNAL MEMORANDUM

**Date:** October 5, 2021  
**To:** SBURA Board  
**From:** Jim Tevlin  
Consultant, South Billings Boulevard Urban Renewal District  
**Subject:** Recreation Center Update

---

The following is a brief update on the Recreation Center project as of October 5, 2021

- The Billings Parks & Recreation Department issued an RFP for design work on a multi-generational recreation center on August 26, 2021, with a closing date of September 24, 2021.
- Two design teams, A&E Architects Inc. and Collaborative Designs Inc. responded to the RFP.
- A Selection Committee consisting of the following persons will be evaluating the responses:

Jim Tevlin	SBURA
Dick Zier	SBURA
Mike Whitaker	Parks & Rec.
Kory Thomson	Parks & Rec.
Mike Wahl	Parks Board Member/SD2
Mark Jarvis	Parks & Rec.
Wyeth Friday	City Planning
Debi Meling	Public Works

- Following City Council's approval of a design team, a Steering Committee will be formed to help guide the process through the design phase.
- SBURA's Recreation Center Committee met with Mayor Cole, Mike Whitaker (Parks & Rec) and Asst City Administrator Kevin Iffland to discuss the coordination of efforts between SBURA and Parks & Rec.