



**CITY COUNCIL
COMMUNICATION:**

ITEM _____

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

98-518

SYNOPSIS -

AGENDA:

Agreement for Professional Services with Brian Clark and Associates, (Teachout Building, 500 East Locust Street, Des Moines, Iowa, 50309, Brian Clark, Principal), provides for the design of standard Parks signage and compilation of a Signage Standards Book.

NOVEMBER 16, 1998

SUBJECT:

FISCAL IMPACT -

PARK SIGNAGE DESIGN
AGREEMENT FOR
PROFESSIONAL
SERVICES

Compensation to the consultant for work covered by this Agreement shall not exceed \$34,000. Funds are provided in the approved 1998/99 Capital Improvements Program on page 234, Park Signs, Fund Code 604249, and a transfer of \$9,000 from page 227, Neighborhood Park Improvements, Fund Code 603746.

TYPE:

**RESOLUTION
ORDINANCE
RECEIVE/FILE**

RECOMMENDATION -

SUBMITTED BY:

Approval of Agreement with Brian Clark and Associates.

HAROLD E. SMITH, P.E.
CITY ENGINEER

BACKGROUND -

On June 16, 1997, by Roll Call No. 97-2032, the City Council approved authorization to proceed on this project.

A Request for Proposals (RFP) in accordance with the City's standard procedure for soliciting professional services was developed for the design of uniform Parks signage and was sent to the following firms:

- Schiffler Associates Architects
- Larson Architecture, LLC

- James Wilkins, Architect
- Dunbar-Jones Partnership
- RDG Crose Gardner Shukert, Inc.
- Brian Clark and Associates
- Arterra Group Ltd.

Proposals were received in response to the RFP from:

- Brian Clark and Associates
- Arterra Group Ltd.
- RDG Crose Gardner Shukert, Inc.

A selection committee was organized to evaluate the proposals received to rank the candidates to determine the most qualified based on experience, qualifications, expertise, development of the work plan, schedule, project assignments, cost of service, references, and quality of an interview. The committee consisted of Don McLaughlin and Bud Ward from the Park and Recreation Department, and Larry Ciarimboli from the Engineering Department.

After thorough evaluation, the committee placed the respondents in ranking order and selected the top ranking firm, Brian Clark and Associates, to be the consultant.