



**CITY COUNCIL
COMMUNICATION:**

ITEM _____

02-387

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

AGENDA:

JULY 22, 2002

SYNOPSIS -

A resolution approving a professional services agreement with Sinclair Architects, L.C. (Lon Sinclair, President, 928 - 11th Street, West Des Moines, Iowa 50265) to provide architectural design services for a new Park and Cemetery Maintenance Facility to be located at Laurel Hill Cemetery.

SUBJECT:

DESIGN OF LAUREL
HILL PARK AND
CEMETERY
MAINTENANCE
FACILITY

FISCAL IMPACT -

\$35,000 in Fiscal Year (FY) 2003 Capital Improvement Program (CIP) funding (CP040, PKS990000, PKS138).

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

RECOMMENDATION -

Approval.

SUBMITTED BY:

DONALD M. TRIPP
PARK AND
RECREATION
DIRECTOR

The new Laurel Hill Park and Cemetery Maintenance Facility will be occupied and shared by four different maintenance crews: (1) East Zone Horticulture Maintenance, (2) East Zone Park Services, (3) Laurel Hill Cemetery Maintenance Crew, and (4) River Levee Mowing Crew. The East Zone Horticulture and Park Services Crews will be relocated from the Grandview Park Maintenance Facility to Laurel Hill.

JEB E. BREWER, P.E.
CITY ENGINEER

BACKGROUND -

Staff has contacted the President of the Laurel Hill Neighborhood Association. A public meeting is scheduled for August 22, 2002. The Laurel Hill Neighborhood Association and surrounding neighbors will be invited. The initial layout in graphic form, as provided by the Architect, will be presented for neighborhood input at this time. If there is opposition, staff can amend the contract with Sinclair Architects.

The construction of this new Park and Cemetery Maintenance Facility is the first of five planned facilities to be constructed or renovated within the Parks system. Four of the five existing maintenance facilities were established in the 1930s and 1940s. They do not provide adequate work or storage space, and are in need of building infrastructure improvements. None meet current building or access codes.

The size and cost of high production mowing and maintenance equipment has increased substantially over the past ten years. Adequate storage facilities are needed to protect this valuable equipment from winter weather conditions and to allow staff to perform routine equipment maintenance.

Providing improved working conditions will have a very positive impact on employees' attitudes and productivity. Existing break rooms and other employee facilities are very substandard.

The Request for Proposal (RFP) was sent to three local architectural firms. The selection process was based on a consultant rating form completed by a selection committee made up of staff from both the Engineering and Park and Recreation Departments.
