



# Council Communication

Office of the City Manager

Date

August 6, 2007

Agenda Item No. 58

Roll Call No. 07-

Communication No. 07-472

Submitted by: Donald M. Tripp, Park  
and Recreation Director

## AGENDA HEADING:

Accepting proposal for professional services for master planning consulting for proposed park/school/library site in southeast Des Moines and authorizing the mayor to execute a contract with RDG Planning and Design for the provision of the professional services.

## SYNOPSIS:

Recommend approval of the selection of RDG Planning and Design, (Al Oberlander, Principal, 301 Grand Avenue, Des Moines, Iowa, 50309) as the consultant for the development of the Southeast Des Moines (SE) School Park Library Site Master Plan.

## FISCAL IMPACT:

Amount: The total consultant fee is \$99,734. The expense of hiring a consultant will be shared as follows:

Des Moines Public School District	\$41,566
Des Moines Public Library	\$16,622
City of Des Moines Park and Recreation	\$41,566

Funding Source: Funding for the Park and Recreation portion is from Fiscal Year 2007-08 Capital Improvement Program (CIP), Neighborhood Park Improvements, CP040 PKS990000 PKS137, Parks Improvements - page 13. Funding for the Public Library portion is available in the CIP, Southeast Branch, CP042 LIB990000 LIB053, Library Improvements – page 14.

## ADDITIONAL INFORMATION:

On April 11, 2005, by Roll Call No. 05-880, a 28E Agreement was approved between the School District and the City in which each party agreed to purchase 30 acres of land, both contiguous to one another, near the southeast corner of the intersection of Army Post and Indianola Roads. The combined property of 60 acres borders an existing 12 acres owned by the City that was previously set aside for future parkland. Thus, the combined property of the shared campus totals 72 acres.

The original 28E Agreement established an 11-member steering committee composed of five members appointed from the School District, five appointed from the Park and Recreation Board, and one appointed from the Library Board. On April 9, 2007, an amendment to the 28E Agreement was approved to increase the Library Board's representation from one to two members, raising the total membership to

12. The purpose of the steering committee is to establish a master plan for the “shared campus” that will include a middle school (and possibly a future elementary school), a library and a park.

All members of the steering committee agreed that a consultant should be hired to provide master planning services. The expense for hiring the consultant was estimated by staff to be approximately \$30,000 and was to be shared in proportion to the representation on the steering committee: 5/12 to the School District (\$12,500), 2/12 to the Library (\$5,000), and 5/12 to the City (\$12,500).

On April 9, 2007, the City Council also approved a Request for Proposals (RFP) to receive bids for hiring the consultant. The RFP was issued on April 18, 2007, and six submittals were received by May 23, 2007. Proposals were received from SVPA Architects, Inc. of West Des Moines, Baldwin White, BCDM, DLR Group, Dunbar/Jones Partnership, and RDG Planning and Design, all of Des Moines. An evaluation committee was formed for the project consisting of two staff members of the Park and Recreation Department, one staff member from the Des Moines Community School District, and one staff member from the Des Moines Public Libraries. Each member of the committee separately and individually reviewed and rated each proposal submitted. The consultants were rated on qualifications, experience, expertise, work plan, work schedule, staff assignments, fee, and references. The individual, combined, and average ratings for each evaluator are available from the City Purchasing Agent. RDG Planning and Design received the highest consultant rating and was recommended by the evaluation committee.

The consultant’s proposals covered a wide range of cost options. The lowest fee submitted was \$29,000 by BCDM. The highest was Baldwin White at \$155,750. Because qualifications, expertise, experience and the ability to develop and execute a time sensitive work schedule were all of greater importance to the project participants than fees, the project fee represented only 20% of the total evaluation. The points awarded for fees ranged from 15 to 20. Three of the six fees submitted were in the range of \$94,000 - \$105,175.

The evaluation committee determined that the low fee proposal submitted by BCDM did not anticipate the kind and amount of professional skills that would be required to expertly and completely fulfill the requirements of the RFP. Instead of the usual conceptual master plan for a new park, the RFP required that the traditional planning process go further into a preliminary design process so that structures such as the library, school, park shelter(s), and other possible park structures would be planned for a near exact location and footprint within the park. This preliminary design approach will provide for more accurate cost estimates than the traditional concept plan. As a consequence, though additional funds will be spent at this preliminary phase of the planning and design process, they will be saved in later phases of the park’s final design and preparation of construction documents.

Consequently, the evaluation committee determined that the BCDM fee was not realistic for the items of work in the RFPs “Scope of Services” and awarded it the lowest number of points (15 out of 20). The fee submitted by RDG was \$99,734, and received 19 points out of 20, the second highest number awarded (SVPA @ \$94,000 received 20 points).

On July 17, 2007, and July 24, 2007, the Library and School District Boards, respectively, approved the Consultant Evaluation Committee’s recommendation to hire RDG Planning and Design. On July 16, 2007, the SE School Park Library Steering Committee approved RDG Planning and Design as its recommendation to the City Council as the consultant for the development of the SE School, Park, and Library Master Plan

**PREVIOUS COUNCIL ACTION(S):**

Date: July 14, 2003

Roll Call : 03-1615

Action: Negotiation of a 28E Agreement with Des Moines Independent Community School District to purchase land in southeast Des Moines to be used for a future school, library and park site. ([Council Communication No. 03-320](#)). Moved by Coleman to approve. City Manager to review feasibility of trading Rice School site. Motion Carried 6-0. Council Member McPherson declares a conflict of interest and abstains from voting.

Date: April 11, 2005

Roll Call : 05-880

Action: 28E Agreement with Des Moines Independent Community School District for Southeast Parkland Acquisition to develop a community school park campus. ([Council Communication No. 05-180](#)) Moved by Hensley to approve. Motion Carried 6-1.

Date: April 9, 2007

Roll Call: 07-698

Action: [Amendment](#) to 28E Agreement with Des Moines Independent Community School District for Park/School/Library Site. ([Council Communication No. 07-195](#)) Moved by Meyer to approve. Motion Carried 6-1. Nays: Mahaffey.

**BOARD/COMMISSION ACTION(S):**

Date: December 14, 2004

Roll Call: 04-084

Action: Park and Recreation Board recommended approval of the proposed 28E Agreement.

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

Following development and approval of a Master Plan, it is the desire of all parties to develop a schedule for funding, construction, maintenance, and shared use of the improvements on the shared campus.