



Council Communication

Office of the City Manager

Date	September 10, 2007
Agenda Item No.	74
Roll Call No.	<u>07-</u>
Communication No.	<u>07-534</u>
Submitted by: Donald M. Tripp, Park and Recreation Director	

AGENDA HEADING:

Approving proposal from RDG Planning and Design for professional services for master plan consulting for the proposed School/Park/Library site in southeast Des Moines and authorizing the Mayor to execute a contract.

SYNOPSIS:

Recommend approval to select RDG Planning and Design, (Phil Hodgin, President, 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. This action also authorizes the Mayor to execute a contract for the consulting services.

FISCAL IMPACT:

Amount: \$39,868. The total consultant fee is \$68,500. The expense of hiring a consultant will be shared as follows:

• Des Moines Community School District (5/12)	\$28,542
• City of Des Moines Park and Recreation (5/12)	\$28,542
• City of Des Moines Public Library (2/12)	<u>\$11,416</u>
TOTAL	\$68,500

Funding Source:

- \$28, 542 - Capital Improvement Program for Fiscal Years 2007-08/2012-13, Neighborhood Park Improvements, PKS137 CP040PKS990000, G. O. Bonds, Parks Improvements - page 13.
- \$11,416 - Capital Improvement Program for Fiscal Years 2007-08/2012-13, Southeast Branch, LIB053 CP042LIB990000, Library Improvements – page 14.

ADDITIONAL INFORMATION:

On April 11, 2005, by Roll Call No. 05-880, City Council approved a 28E Agreement between the School District and the City in which each party agreed to purchase 30 acres of land 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 has been 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, the City Council approved an amendment to the 28E Agreement to increase the Library Board's representation from one to two members. This makes the Steering Committee's total membership 12. The purpose of the Steering Committee is to establish a master plan for the "shared campus" that will include a middle school (and possible 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 cost was to be shared in the proportion of 5/12, 5/12, and 2/12 by the School District, Park and Recreation Department, and Library, respectively. This cost-sharing formula is based on each entity's representation on the steering committee. Based on the original scope of planning, the expense for hiring the consultant was estimated by staff to be \$30,000. In developing the Request for Proposals, however, the Steering Committee agreed that the scope of services needed to be expanded beyond what is normally needed for a Master Plan.

On April 9, 2007, a Request for Proposal (RFP) was approved to receive bids for hiring the consultant. Instead of the usual conceptual master plan for a new park, this RFP took the traditional planning process further into a preliminary design process. This means that the structures (such as the library, school facilities and park facilities) would be given some preliminary design features and a near exact location and footprint within the park. The RFP was issued on April 18, 2007, and six submittals were received by May 23, 2007:

1. SVPA Architects, Inc. (West Des Moines)
2. Baldwin White (Des Moines)
3. BCDM (Des Moines)
4. DLR Group (Des Moines)
5. Dunbar/Jones Partnership (Des Moines)
6. RDG Planning and Design (Des Moines)

A consultant 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 Library. Each member of the consultant evaluation committee 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 fees submitted by the consultants covered a wide range. The lowest fee submitted was \$29,000 by BCDM. The highest was Baldwin White at \$155,750. Three of the six fees submitted lay in the range of \$94,000 - \$105,175. The evaluation committee determined that the low fee proposal submitted by BCDM did not include the type and amount of professional skills that would be required to expertly and completely fulfill the requirements of the RFP. Furthermore, the project fee was weighted for only 20% of the total evaluation. Other categories including qualifications, expertise, experience, and the ability to develop and execute a time sensitive work schedule all held greater importance to the project participants.

The second lowest bid received was from SVPA (\$94,000), and RDG submitted the third lowest bid (\$99,734). Based on review of all the criteria, the evaluation committee recommend RDG for the consulting contract. On July 16, 2007, the Southeast School Park Library Steering Committee approved RDG Planning and Design for recommendation to the City Council as the consultant for the development of the Southeast School, Park, and Library Master Plan. On July 17, 2007, and July 24, 2007, the Library and School Boards, respectively, approved the recommendation to hire RDG Planning and Design.

Because the proposed cost exceeds what was anticipated in the original scope of services, the City Manager asked Park and Recreation staff to look for opportunities to reduce the cost of the consulting fee before making a final recommendation to City Council. Staff and RDG reviewed the Master Planning “Scope of Services” and identified several areas for reduction that brought the fee down from \$99,734 to \$68,500. This was achieved by streamlining the planning process, eliminating a number of consultant meetings and reducing the degree of preliminary design to be included in design programming.

The Master Plan produced as a result of this fee reduction will still provide the document quality needed for future agreements and planning documents related to the development of the site. The Master Plan will be timeless in that the common infrastructure and facilities shared by the parties will be identified and agreed upon. The total facility footprint for each party’s site will be accurately located, and each party will be able to proceed with the design and development of their site independent of each other. The additional planning effort included in the Master Plan process will also eliminate some schematic design costs for each party.

PREVIOUS COUNCIL ACTION(S):

Date: July 14, 2003

Roll Call Number: 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 Number: 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 Number: 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, all parties desire to develop a schedule for funding, construction, maintenance, and shared use of the improvements on the shared campus.