

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date	October 27, 2008
	Agenda Item No. 58 Roll Call No. 08- Communication No. 08-656 Submitted by: Donald M. Tripp, Park and Recreation Director	

AGENDA HEADING:

Approving the proposal for professional services for developing a City Workspace Master Plan for most city buildings and facilities, and authorizing the Mayor to execute a contract.

SYNOPSIS:

Recommend approval to select Substance, 1300 Walnut Street-Suite 201, Des Moines, IA 50309, Todd Garner, Principal, as the consultant for the development of a City Workspace Master Plan. This action also authorizes the Mayor to execute a contract for the consulting services.

FISCAL IMPACT:

Amount: \$155,855

The total project consultant fee is not to exceed \$155,855. Phase I has a consultant fee of \$47,600, Phase II has a fee of \$56,925, and Phase III has a fee of \$51,330.

Funding Source: FY2008-09 CIP, Municipal Improvements, Eastside Parking Garage, Tax Increment Bond Proceeds, Municipal Improvements, page 9.

ADDITIONAL INFORMATION:

The City Workspace Master Plan has been divided into three (3) phases. Phase I will include the departments located in City Hall, the Argonne Armory, the Administration Division of the Fire Department, and senior management staff from all City departments. The potential development of a new City Hall Annex and potential office space constructed as part of the E. 2nd and Locust parking garage will be studied along with identifying existing buildings in downtown Des Moines that could be purchased by the City to meet the space needs as determined in Phase I. The Phase I Master Plan is scheduled to be completed by December 23, 2008.

Phase II will include the Fire Department’s Training Division and Equipment Maintenance Division facilities, Public Works Department operations, Fleet Maintenance Operations, Engineering Department Field Operations, and Park and Recreation Departments Service Center operations.

Phase III will include the Police Department buildings.

Phases II and III will be scheduled after the completion of Phase I.

The Workspace Master Plan for each phase will include the future workspace needs for the departments included, a recommended master plan for space utilization, the evaluation of alternative sites, conceptual planning for sites and buildings, cost opinions, a schedule for Master Plan implementation, and capital cost and cash flow statements. Economic evaluations will be completed for some buildings that will be vacated.

The goal of the Workspace Master Plan is to improve the City's efficiency and the public's accessibility to City government by centralizing department administrations.

On September 5, 2008, the City's Procurement Administrator issued a Request for Proposals (RFP) for the project. Three submittals were received on October 10, 2008:

1. OPN Architects (Des Moines)
2. Substance (Des Moines)
3. Smith Metzger Architects (Des Moines)

A six-member RFP evaluation committee was formed for the project, consisting of staff from the City Manager's Office, Park and Recreation Department, Economic Development Department, Engineering Department, and Community Development Department. Each member of the evaluation committee individually reviewed and rated each proposal submitted. The proposals were rated on qualifications, experience, expertise, work plan, work schedule, staff assignments, fee and references. The evaluation committee recommends the hiring of Substance for this project.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

Review and file the Workspace Master Plan

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