



Council Communication

Office of the City Manager

Date:	February 28, 2011
Agenda Item No.	62
Roll Call No.	<u>11-0371</u>
Communication No.	<u>11-139</u>
Submitted by:	Richard A. Clark, City Manager

AGENDA HEADING:

Approving Professional Services Agreement with Neumann Monson Architects for professional planning services for development of a master plan for relocated city services at the Municipal Services Park (MSP) not to exceed \$149,250.

SYNOPSIS:

Recommend approval of the Professional Services Agreement with Neumann Monson Architects, Kevin Monson, Principle-In-Charge, 505 Fifth Ave, Suite 850, Des Moines, Iowa, 50309, for professional planning services, for a lump sum amount of \$149,250, to provide master planning and phase one programming services for the consolidation of services at a Municipal Services Park.

FISCAL IMPACT:

Amount: \$149,250, plus reimbursables not to exceed \$7,500.

Funding Source: 2010-11 CIP, Page Municipal Building Improvement- 12, CPO34, PKS990000 BLD124, TIF Bonds

ADDITIONAL INFORMATION:

The City currently operates its field services, primarily the Departments of Public Works and Parks and Recreation and other services such as Engineering Traffic and Transportation, Housing Services maintenance, satellite maintenance facilities, and other service uses out of remote locations, in older buildings and outdated facilities. In order to develop interdepartmental teams and cooperation and realize potential organizational efficiencies, facilities need to be consolidated, better located, and central to the City and in a single campus location. A site with up to 50-60+ acres has been identified that would facilitate efficient operations and organizational development. The RFP was issued to develop master planning for this site to meet the needs for providing municipal services and realize potential opportunities related to the general program and particular site.

The RFP was sent to several consultants and posted on the City's web site. Nine proposals were received in response to the RFP. An evaluation and selection committee composed of representatives from the City Manager's Office, Community Development Department, Economic Development, Engineering Department, Finance Department, Parks and Recreation Department, Public Works Department, and Police Department rated the proposals. Neumann Monson, Architects received the highest score and is the recommended selection of the committee. The selection committee considered selection criteria categories of experience qualifications and expertise; development of project approach, work plan and

process; cost of service; references and local preference per the RFP. Staff has negotiated a Professional Services Agreement with Neumann Monson Architects (William Anderson, FAIA, Director of Des Moines Office) for a lump sum amount of \$149,250, plus reimbursables not to exceed \$75,000, to provide master planning services.

PREVIOUS COUNCIL ACTION(S):

Date: December 6, 2010

Roll Call Number: 10-2025

Action: [Authorization](#) to issue a Request for Proposal (RFP) for Consultant Services to develop a master plan and needs assessment for a consolidated Municipal Service Park (MSP) in the vicinity of SE 14th, Maury and Harriett Streets. **Moved by Meyer to adopt. Motion Carried 7-0.**

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

- (a) Initiate amendments to the SE Agribusiness Urban Renewal Plan with respect to the MSP eligibility of Tax Increment Funding, providing for acquisition of properties, and,
- (b) Begin preliminary negotiations on voluntary acquisition of property required for the Municipal Service Park project. Agreements reached for acquisition of property will be brought back to City Council for final approval.
- (c) Execution of necessary Geotechnical Services Agreements
- (d) Commence phase I design of MSP to accommodate public works facilities displaced by SE Connector expansion and any other facilities recommended for first phase construction in MSP master plan.

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