

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b> August 11, 2014
	<p style="text-align: right;"><b>Agenda Item No.</b> 35D  <b>Roll Call No.</b> <u>14-1241</u>  <b>Communication No.</b> <u>14-387</u>  <b>Submitted by:</b> Scott E. Sanders,  Assistant City Manager /  Finance Director and  Pamela S. Cooksey, P.E.,  Acting City Engineer</p>

**AGENDA HEADING:**

Recommendation to approve procurement of moving services for various Park and Recreation and Engineering divisions from various locations to the new Municipal Service Center Facility (MSC).

**SYNOPSIS:**

The procurement agent solicited bids for moving services under bid No. V15-008. Nine (9) packets were sent, and one (1) company responded. The sole bid was received from Combined Relocation Services (6242 Industry Drive, Des Moines, IA 50313, Todd Sharp, President) at a total cost of \$54,460.00. Construction of the MSC facility is near completion. The purpose of the MSC is to consolidate field services of the Park and Recreation Department and Engineering Department Traffic & Transportation, Survey, and Lab Divisions which are scattered in older, outdated facilities throughout the City. Some of the existing facilities are being displaced by the Southeast Connector roadway project and the expansion of Kemin Industries. The facility will house administration office space for the Park and Recreation Department, which will finally bring that department together in one (1) building. The facility will include indoor vehicle parking, shops, storage, and offices for the Park and Recreation Administration that are currently located in multiple locations. Based on this information, staff recommends the contract be awarded to Combined Relocation Services, LLC.

**FISCAL IMPACT:**

Amount: \$54,460.00

Funding Source: 2014-2015 Capital Improvement Program (CIP), Page Building – 9, Municipal Service Center, BLD124, G.O. Bonds

**ADDITIONAL INFORMATION:**

On April 8, 2013, the City Council held a public hearing to allow for public input on the Municipal Service Center - Phase 1, and take the necessary actions as required by Iowa Code to authorize a contract for construction of the proposed project. On that date, the City Council received and filed plans, specifications, form of contract documents, and City Engineer's estimate for the construction of the Municipal Service Center - Phase 1. The improvement includes construction of an 88,000-square-foot facility for the Park & Recreation Department, the Engineering Department's Traffic & Transportation, Survey, and Testing Lab Divisions, including administrative offices, shops, storage,

and interior vehicle parking; all in accordance with the contract documents including Plan File Nos. 539-001/153, located at 1551 E. Martin Luther King, Jr. Parkway, Des Moines, Iowa.

Construction of the MSC facility is near completion. Therefore, solicitation of moving services is required to consolidate the various Park and Recreation and Engineering divisions into the MSC facility.

The City solicited bids from nine (9) companies who provide moving services locally. Prior to a mandatory pre-bid meeting, the City contacted each of the prospective bidders. Four (4) companies said they would attend. However, only two (2) companies were in attendance. From these two (2) companies, only one (1) was able to provide a bid that complies with the City's procurement policy. The City received a "No Bid" from the other company in attendance, as well as from one (1) other company. The City did not receive any response from six (6) companies.

**PREVIOUS COUNCIL ACTION(S):**

Date: April 8, 2013

Roll Call Number: [13-0609](#)

Action: [On](#) Municipal Service Center - Phase 1: Resolution approving plans, specifications, form of contract documents, engineer's estimate and designating lowest responsible bidder as Neumann Brothers, Inc., (Marshall G. Linn III, President), \$15,005,900. ([Council Communication No. 13-182](#)) Moved by Meyer to adopt. Motion Carried 7-0.

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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