

 <div style="text-align: center;"> <h1 style="margin: 0;">Council</h1> <h1 style="margin: 0;">Communication</h1> <p style="margin: 0;">Office of the City Manager</p> </div>	Date:	May 23, 2016
	Agenda Item No.	8
	Roll Call No.	[]
	Communication No.	<u>16-284</u>
	Submitted by:	Pamela S. Cooksey, P.E., City Engineer

AGENDA HEADING:

Approving Professional Services Agreement with RDG IA, Inc., dba RDG Planning & Design for planning services for the Police Department and Information Technology (IT) Department Facility Planning Study not to exceed \$298,500.

SYNOPSIS:

Recommend approval of the Professional Services Agreement RDG Planning & Design, Davis A. Sanders, Principal, 301 Grand Avenue, Des Moines, Iowa, 50309 for a lump sum of \$268,000 and reimbursable costs not to exceed \$30,500 to provide planning services to assist the City in determining the best approach to provide a new facilities, either joint or separate, for the Police Department and the IT Department.

FISCAL IMPACT:

Amount: \$298,500

Funding Source: 2016-2017 CIP, Page Municipal Building – 8, Municipal Building Improvements, BL085, G.O. Bonds

ADDITIONAL INFORMATION:

The Police Department has personnel in 10 facilities throughout the City. Efficiency can be achieved by consolidating many of the personnel and reducing the number of buildings. The recent addition and remodeling at the Police Station have improved conditions in the short-term. The Police Station, which was constructed in 1918, will be assessed as part of this study to determine if this building is operationally obsolete. The current location may not provide for future expansion.

The IT Department is currently located on the second floor of the 80-year old Argonne Armory Building at 602 Robert D. Ray Drive. Building improvements are planned for the Armory over the next several fiscal years. However, with the housing and retail developments in the area, there may be opportunities for private development of the Armory for non-governmental use. Relocating the IT Department staff and equipment is a major undertaking involving the relocation of the City's main servers and the fiber network connections. This type of relocation will take extensive planning.

A Request for Proposals (RFP) for professional services was issued, published in the newspaper, and posted on the City's web site. Nine (9) proposals were received in response to the RFP. A selection committee composed of representatives from the Engineering Department, Police Department and IT

Department rated these proposals. RDG Planning & Design in conjunction with their public safety consultant, McClaren, Wilson and Lawrie, Inc., was selected by the committee based upon their qualifications, technical approach to this project and extensive experience with similar projects.

The scope of services for the study will include assessment of existing facilities to see if they can be better utilized for current needs and provide for projected growth, identification of City-owned properties and privately owned properties available for purchase, development of evaluation criteria to compare properties, space needs analyses, and cost projections for total cost of ownership. The consultant will also be directed to incorporate the City's sustainability goals.

Staff has negotiated a Professional Services Agreement with RDG Planning & Design for a lump sum amount of \$268,000 plus reimbursable costs not to exceed \$30,500 for the Police Department and IT Department Facility Planning Study.

PREVIOUS COUNCIL ACTION(S):

Date: October 12, 2015

Roll Call Number: [15-1665](#)

Action: [Authorize](#) issuance of Request for Proposals (RFP) for professional services for the Police Department and Information Technology Department Facility Planning Study. ([Council Communication No. 15-543](#)) Moved by Hensley to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

Normal Council actions on professional services agreements. At the conclusion of this Planning Study, Council will provide direction on moving forward with conceptual design.

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