

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	November 20, 2017
	Agenda Item No. 9 Roll Call No. <u>17-1935</u> Communication No. <u>17-791</u> Submitted by: Pamela S. Cooksey, P.E., City Engineer and Benjamin R. Page, Director, Parks and Recreation	

AGENDA HEADING:

Approving exception to the City’s Request for Proposal (RFP) process for good cause and approving a Professional Services Agreement (PSA) with Simonson and Associates, LLC for architectural and engineering design services for the EMC Overlook at MacRae Park, not to exceed \$66,400.

SYNOPSIS:

Recommend approving exception to the City’s RFP process for good cause and approving the PSA with Simonson and Associates, LLC, Michael W. Simonson, President, 1717 Ingersoll Avenue, Des Moines, Iowa, 50309 for a lump sum of \$60,200 and reimbursable costs not to exceed \$6,200 to provide architectural and engineering services for the EMC Overlook at MacRae Park.

FISCAL IMPACT:

Amount: \$66,400

Funding Source: 2017-2018 CIP, Page Park Improvements-7, MacRae Park Improvements, PK179, G.O. Bonds issued

ADDITIONAL INFORMATION:

- MacRae Park is one of the City’s oldest public parks, with the first purchases for the park dating back to the late 1890s.
- In 2014, the Parks and Recreation Department hosted several public meetings resulting in a new conceptual master plan for the park, which was approved by the Parks and Recreation Board on July 22, 2014. This plan identified the need to upgrade the existing overlook area in the park by providing accessible parking and enhanced viewing opportunity of the City.
- Since that time, a group of interested citizens began meeting with Parks and Recreation staff and City Council members to fund raise for the overlook project. To date they have raised nearly \$850,000 to allow the project to move forward, with a lead donation from EMC for the naming of the overlook.

- Simonson and Associates, LLC was selected to complete the architectural and engineering services for the EMC Overlook at MacRae Park based on their previous related work and inherent knowledge of the project. Simonson and Associates, LLC provided initial in-kind design services, which generated a conceptual site plan and three-dimensional images for fundraising purposes and to raise public awareness of this project.
- Staff has negotiated a PSA with Simonson and Associates, LLC, for a lump sum amount of \$60,200 plus reimbursable costs not to exceed \$6,200 for the EMC Overlook at MacRae Park.

PREVIOUS COUNCIL ACTION(S):

Date: May 8, 2017

Roll Call: [17-781](#)

Action: [Donation](#) and Naming Agreement with Employers Mutual Casualty Company for Overlook at MacRae Park and naming of overlook as “EMC Overlook”. ([Council Communication No. 17-400](#))
Moved by Hensley to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S):

Board: Park and Recreation Board

Date: July 22, 2014

Roll Call Number: 14-054

Action: Motion by Feltner to receive and file the MacRae Park plan. Second by Koenig-VandeHaar.
Motion carried.

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

Normal Council actions on PSAs. Anticipated actions include ordering construction, public hearing, receive and file bids, designated lowest bidder, and approve contract and bond; also, partial payments to the contractor and final acceptance of work.

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