

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	December 4, 2017
	Agenda Item No. Roll Call No. Communication No. Submitted by:	8 <u>17-2041</u> <u>17-826</u> Benjamin R. Page, Park and Recreation Director, and Pamela S. Cooksey, P.E., City Engineer

AGENDA HEADING:

Approving Professional Services Agreement (PSA) with Substance, LLC for design phase and construction phase services for the Columbus Park Shelter Renovation, not to exceed \$58,600.

SYNOPSIS:

Recommend approval of the PSA with Substance, LLC, Mindy Aust, Principal, 1300 Walnut Street, Suite 201, Des Moines, Iowa 50309, for a lump sum of \$58,100 and reimbursable costs not to exceed \$500, to provide design phase and construction phase services for the Columbus Park Shelter Renovation.

FISCAL IMPACT:

Amount: \$58,600

Funding Source: 2017-2018 CIP, Page Park Improvements-10, Park Building Improvements, PK143, G.O. Bonds

ADDITIONAL INFORMATION:

- The existing park shelter located at Columbus Park, 1949 Indianola Avenue, was constructed in 1940 to provide changing rooms and support facilities to an adjacent wading pool. When the wading pool was removed, the shelter was converted to public use restrooms and storage space for park equipment. The City proposes to create an enclosed year-round public use shelter space with accessible restrooms and outdoor patio, and to connect the shelter by way of an accessible route to the parking lot and Columbus Park amenities.
- A Request for Proposals (RFP) was issued, posted on the City’s website, and printed in the newspaper to provide design and construction phase services for the Columbus Park Shelter Renovation.
- A selection committee of Park and Recreation, Facilities, and Engineering staff reviewed and rated the six (6) proposals received in response to the RFP. Substance, LLC was selected based on their qualifications and the selection criteria in the RFP.

- City staff has negotiated a PSA with Substance, LLC for a lump sum of \$58,100 and reimbursable costs not to exceed \$500, to provide design phase and construction phase services for the Columbus Park Shelter Renovation.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

City staff does not anticipate any future Council actions on this PSA at this time; however, unanticipated changes to this Professional Services Agreement would require a Supplemental Agreement, which may require Council action.

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the first floor of City Administration Building, 400 E. Court Avenue Ste.116. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to cityclerk@dmgov.org.