

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	February 5, 2018
	Agenda Item No.	35A
	Roll Call No.	<u>18-0212</u>
	Communication No.	<u>18-061</u>
	Submitted by:	Pamela S. Cooksey, P.E., City Engineer and Benjamin R. Page, Director, Parks and Recreation

AGENDA HEADING:

Approving exception to Request for Proposal process for good cause and approving a Professional Services Agreement with Simonson & Associates Architects, L.L.C. for design and construction phase services for the James W. Cownie Sports Complex Signage Improvements, not to exceed \$71,500.

SYNOPSIS:

Recommend approval of exception to the Engineering Department’s Request for Proposal process for good cause and approval of the Professional Services Agreement with Simonson and Associates Architects, L.L.C., Michael W. Simonson, President, 1717 Ingersoll Avenue, Des Moines, Iowa, 50309 for a lump sum of \$65,000 and reimbursable costs not to exceed \$6,500 to provide architectural and engineering services for the James W. Cownie Sports Complex Signage Improvements.

FISCAL IMPACT:

Amount: \$71,500

Funding Source: 2017-2018 Capital Improvement Program (CIP), Page Park Improvements-16, Sports Complexes, PK176, G.O. Bonds

ADDITIONAL INFORMATION:

- The City is planning to construct entry and directional signage improvements for the James W. Cownie Sports Complex. These improvements would include two primary monument overhead entry signs at the intersection of S.E. 14th Street and Hartford Avenue, one overhead monument sign spanning Hartford Avenue, secondary directional signs along Hartford Avenue plus signage recognizing donors located on the sports complex site.

- The City Engineer recommends that good cause exists to exempt the procurement of these professional services from the Engineering Department's Request for Proposal process, including advertisement, in order to achieve project design efficiencies and meet the schedule for the James W. Cownie Sports Complex Signage Improvements. Simonson and Associates Architects, L.L.C. is qualified to perform the professional services and was selected to complete the architectural and engineering services for the James W. Cownie Sports Complex Signage Improvements based on their previous related work, inherent knowledge of the project and donated in-kind design services to generate conceptual directional signage images for fund raising purposes and raising public awareness for this project.
- Staff has negotiated a professional services agreement with Simonson and Associates, LLC, for a lump sum amount of \$65,000 plus reimbursable costs not to exceed \$6,500 for the James W. Cownie Sports Complex Signage Improvements.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

City staff do not anticipate any future Council actions on this Professional Services Agreement at this time; however, unanticipated changes to this Professional Services Agreement will require a Supplemental Agreement which may require Council action. The City Council should anticipate future Council actions related to proceeding with construction of the James W. Cownie Sports Complex Signage Improvements.

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.