


COUNCIL COMMUNICATION

	Number:	24-413	Meeting:	October 21, 2024
	Agenda Item:	7	Roll Call:	24-1425
	Submitted by:	James M. Hoff, Assistant City Manager, and Steven L. Naber, P.E., City Engineer		

AGENDA HEADING:

Approving exception to Request for Proposal (RFP) process for good cause and approving a Professional Services Agreement (PSA) with Substance, LLC for professional services for the Principal Park – Bullpens and Player Parking Improvements project, not to exceed \$185,774.

SYNOPSIS:

Recommend approving exception to the City’s RFP process for good cause and approving the PSA with Substance, LLC (Todd Garner, AIA LEED AP, Principal, 1300 Walnut Street, Suite 201, Des Moines, IA 50309) for a total cost not to exceed \$185,774, based on lump sum amount of \$178,774 and reimbursable costs not to exceed \$7,000, to provide professional design services for the Principal Park – Bullpens and Player Parking Improvements project.

FISCAL IMPACT:

Amount: \$185,774

Funding Source: Fiscal Year (FY) 2024-2025 Capital Improvement Program (CIP), Page 55, Principal Park Improvements, BL138, Being: Tax Increment Funding Bonds and Private Funds

ADDITIONAL INFORMATION:

- In late 2020, Major League Baseball (MLB) issued new facility standards for all Minor League Baseball (MiLB) ballparks. Compliance with the new standards is required for all Professional Development League (PDL) license holders, a group of 120 Minor League affiliates that includes the Iowa Cubs. In response to these new standards, the City hired a consultant team to create a Master Plan for Principal Park to guide improvements for the next decade.
- The Principal Park – Phase 1 Improvements Project addressed critical priorities identified in the Master Plan. This project began design in February 2022, was constructed during the 2022-23 and 2023-24 off-seasons, and reached substantial completion summer 2024. Substance, LLC and their team of subconsultants provided professional architecture and engineering services for this project. Work completed as part of the Phase 1 project ensures that the stadium will be in compliance with required MLB facility standards by the April 2026 deadline.

- Secure player parking is one component of the current MLB facility standards which mandate that the player parking area has a secure perimeter and direct access to player facilities.
 - The Iowa Cubs technically met that requirement through the use of security staffing, though a more consistent and permanent long-term solution was recommended.
 - The 2021 Master Plan recommended that secure player parking be incorporated into Phase 2 of the project, or in the first phase if budget allowed.
 - Secure player parking was bid as an alternate with the Phase 1 project, but the alternate was not accepted with the bid.
 - This project implements secure player parking utilizing the design that was previously developed as part of the Phase 1 project, based upon documentation of the alternate and itemized costs from bids received in September 2022. The vast majority of the prior design will be re-used for this phase of the project with only necessary modifications being incorporated into the plans as part of this Supplemental Agreement.
- Bullpen relocation was initially proposed in the 2021 Master Plan Report as part of a larger Phase 2 concept. This project will relocate the bullpens (pitching warm-up areas) at Principal Park from the field to the seating bowl. The urgency for making this change has increased since the Master Plan. While not required for official MLB facility standard compliance, the Master Plan report noted that bullpen relocation is a top priority for the MLB Chicago Cubs. It has become standard practice in new baseball stadiums to locate the bullpens in areas outside the field for safety reasons.
- The City Engineer recommends that good cause exists to exempt the procurement of these professional services from the Engineering Department's RFP process, including advertisement, to efficiently complete the design of Principal Park – Bullpens and Player Parking. Substance LLC is qualified to perform the professional services and was selected to complete the design of the Principal Park – Bullpens and Player Parking Improvements project based upon:
 - Substance, LLC's previous work in planning, designing, and construction administration for the Principal Park - Phase 1 Improvements.
 - Thorough knowledge of the existing stadium facility, the Phase 1 design for secure player parking, and familiarity with the Iowa Cubs baseball operations.
 - Demonstrated ability to work within restrictive timelines developed around ongoing baseball operations and regular season schedules.
 - A strong working relationship with the Iowa Cubs.
 - Excellent performance in executing the Principal Park – Phase 1 Improvements project.
- The Scope of Services to be performed under this PSA shall encompass and include professional design phase services, bidding phase services, and construction phase services including construction administration and periodic (bi-weekly) construction observation.
- City staff have negotiated a PSA with Substance, LLC for a total cost not to exceed \$185,774 based on a lump sum basis for labor plus reimbursable costs, to provide professional services for the Principal Park – Bullpens and Player Parking Improvements project.
- Construction of the Principal Park – Bullpens and Player Parking Improvements project is anticipated to begin in 2025, following the baseball season, and be completed prior to the start of the 2026 season.



PREVIOUS COUNCIL ACTION(S):

Date: February 21, 2022

Roll Call Number: [22-0220](#)

Action: [Approving](#) PSA with Substance, LLC for professional services for the Principal Park Master Plan – Phase 1 Improvements project, not to exceed \$728,500. ([Council Communication: 22-062](#)) Moved by Gatto to adopt. Second by Boesen. Motion Carried 7-0.

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 PSA will require a Supplemental Agreement, which may require Council action.

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