

COUNCIL ACTION FORM

SUBJECT: **AWARD CONTRACT FOR DESIGN AND ENGINEERING SERVICES
FOR THE HOMEWOOD GOLF COURSE CLUBHOUSE PROJECT**

BACKGROUND:

This project is to replace the clubhouse at Homewood Golf Course, 401 E. 20th St. to provide a year round facility that will include pro shop amenities, indoor restroom facilities, cart storage, and public meeting/event space for approximately 100 people as well as ensuring it is accessible by all.

The current clubhouse is a house given to the City by Mary Greeley Medical Center and moved to its current location in the late 1960's. The clubhouse is past its useful life and long term repairs have become cost prohibitive. The FY 2017/18 Capital Improvements Plan (CIP) includes \$50,000 for Design and Engineering Services and a Request for Proposal (RFP) was sent to prospective consultants earlier this spring. Design services outlined in the RFP include pros and cons of clubhouse locations, development of a site plan, specifications for demolition, develop plans and written specifications for a new clubhouse, and construction administration. Five firms submitted proposals for the project. Staff evaluated the proposals using the following criteria: Project Understanding, Experience and Qualifications, References, and the overall Cost to complete the project scope. The firms that submitted proposals including their fees and score are listed below.

Homewood Golf Course Clubhouse Project

Firm	Cost of Services	Score
Design Alliance, Inc., Waukee, IA	\$50,000	432.00
RMH Architects Ames, IA	\$53,500	425.66
Haila A S P Ames, IA	\$55,000	411.72
Studio Melee, Des Moines, IA	\$76,875	387.89
Vermillion Design Group, Ankeny, IA	\$50,000	347.35

Based on the evaluation of each proposal from staff, Design Alliance scored the highest. After initial conversations with Design Alliance, Inc. reimbursable costs are not included as part of base services. Design Alliance, Inc. estimates reimbursable

costs to not exceed \$1,500. The FY 2018/19 CIP includes \$750,000 for the construction of a new clubhouse. The additional \$1,500 for reimbursable costs will be covered through the \$750,000. The goal is to have the facility operational in 2019.

ALTERNATIVES:

1. Award the Design and Engineering Services for the Homewood Golf Course Clubhouse Project to Design Alliance, Waukegan, IL for \$50,000.
2. Award the contract to one of the other bidders.
3. Accept the report but do not award a contract at this time.
4. Reject all bids

CITY MANAGER'S RECOMMENDED ACTION:

The proposed project will replace the clubhouse that is currently located at Homewood Golf Course. Based on the evaluation of proposals, Design Alliance Inc. will be able to provide the Design and Engineering Services needed for a facility that can be used year round and a space the public can be proud of for many years.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.