

ITEM #: 15
DATE: 11-12-24
DEPT: P&R

COUNCIL ACTION FORM

SUBJECT: ARCHITECTURAL AND ENGINEERING SERVICES FOR PARKS AND RECREATION PARK MAINTENANCE COMPLEX EXPANSION PROJECT

BACKGROUND:

The Parks and Recreation Department uses a maintenance building located at 700 E. 13th Street to store equipment and materials. Several other buildings, both at this site and northeast of the main building, are also used to store equipment. The goals of this project are to: 1) complete interior renovations of the existing Park Maintenance Building, which may include restrooms, break room, additional parking, and staff workspaces, 2) consolidate much of the equipment and attachments onto one site, and 3) discontinue storing equipment in buildings that are either near the end of life or in the flood plain.

To accomplish these goals, an additional cold storage structure is needed at the Park Maintenance Building. Staff issued a request for proposals (RFP) seeking a consultant to provide design services including schematic design, design development, construction documents, and bidding assistance. Construction administration services are also desired, such as pre-construction services, construction management, and post-construction services. The consultant will identify an appropriate timeline with milestones for the project with the goal to occupy the building by July 1, 2025.

An evaluation team reviewed proposals based on the consultant's experience, qualifications of key personnel assigned to work on the project, the firm's experience and experience with similar work, compliance with RFP requirements, proposed timeline, and cost. The RFP evaluation rankings and costs are shown in the table below:

Company	Evaluation Rank	Proposed Cost
SVPA Architects, Inc., West Des Moines, Iowa	1	\$60,700
SHYFT Collective, Des Moines, Iowa	2	\$74,625
I&S Group, Inc, dba ISG, Des Moines, Iowa	3	\$96,000
10Fold Architecture, Ames, Iowa	4	\$84,700
ASK Studio, Des Moines, Iowa	5	\$67,000

The top two ranked consultants, SVPA Architects, Inc. and SHYFT Collective, were selected for interviews. Interviews were evaluated based on demonstrated knowledge and experience, communication style, methods and process, the completeness of addressing questions and issues, methods of achieving the desired outcome, and what sets them apart from other consultants. **The evaluation team selected the top ranked consultant, SVPA Architects, Inc, West Des Moines, IA, to negotiate a contract. Through negotiations, staff was able to obtain a reduction in the expected fees for reimbursable expenses, resulting in a revised contract value of \$50,200.**

The Park Maintenance Complex Expansion budget includes \$642,964 for construction and furnishings. The budget for design and construction administration is \$50,000.

ALTERNATIVES:

1. Award a contract to SVPA Architects, Inc., West Des Moines, Iowa for Architectural and Engineering Services for the Park Maintenance Complex Expansion Project in an amount not-to-exceed \$50,200.
2. Award the contract to one of the other bidders.
3. Do not award a contract at this time and refer back to staff with direction as to how to proceed.

CITY MANAGER'S RECOMMENDED ACTION:

Architectural and Engineering Services are required to develop the project and prepare construction documents for bid. The top two firms submitting proposals were deemed acceptable. SVPA Architects, Inc. was ranked #1 when proposals were evaluated by the evaluation team and is also the low-cost proposal. The firm is reputable and has performed similar work for comparable communities in the past. Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1 as described above.