


COUNCIL COMMUNICATION

 CITY OF DES MOINES OFFICE OF THE CITY MANAGER	Number:	24-079	Meeting:	February 19, 2024
	Agenda Item:	13	Roll Call:	24-0236
	Submitted by:	Benjamin R. Page, Park and Recreation Director and Steven L. Naber, P.E., City Engineer		

AGENDA HEADING:

Approving exception to Request for Proposal (RFP) process for good cause and approving Professional Services Agreement (PSA) with Bolton & Menk, Inc. for design services for the Sayers Park Sprayground Design, not to exceed \$114,500.

SYNOPSIS:

Recommend approval of Engineering Department's request for exception to the RFP process for good cause and approval of the PSA with Bolton & Menk, Inc. (Bradley C. DeWolf, P.E., President/CEO, 1960 Premier Drive, Mankato, Minnesota 56001-5900) for a total cost not to exceed \$114,500, based on hourly rates, to provide professional services for the Sayers Park Sprayground Design.

FISCAL IMPACT:

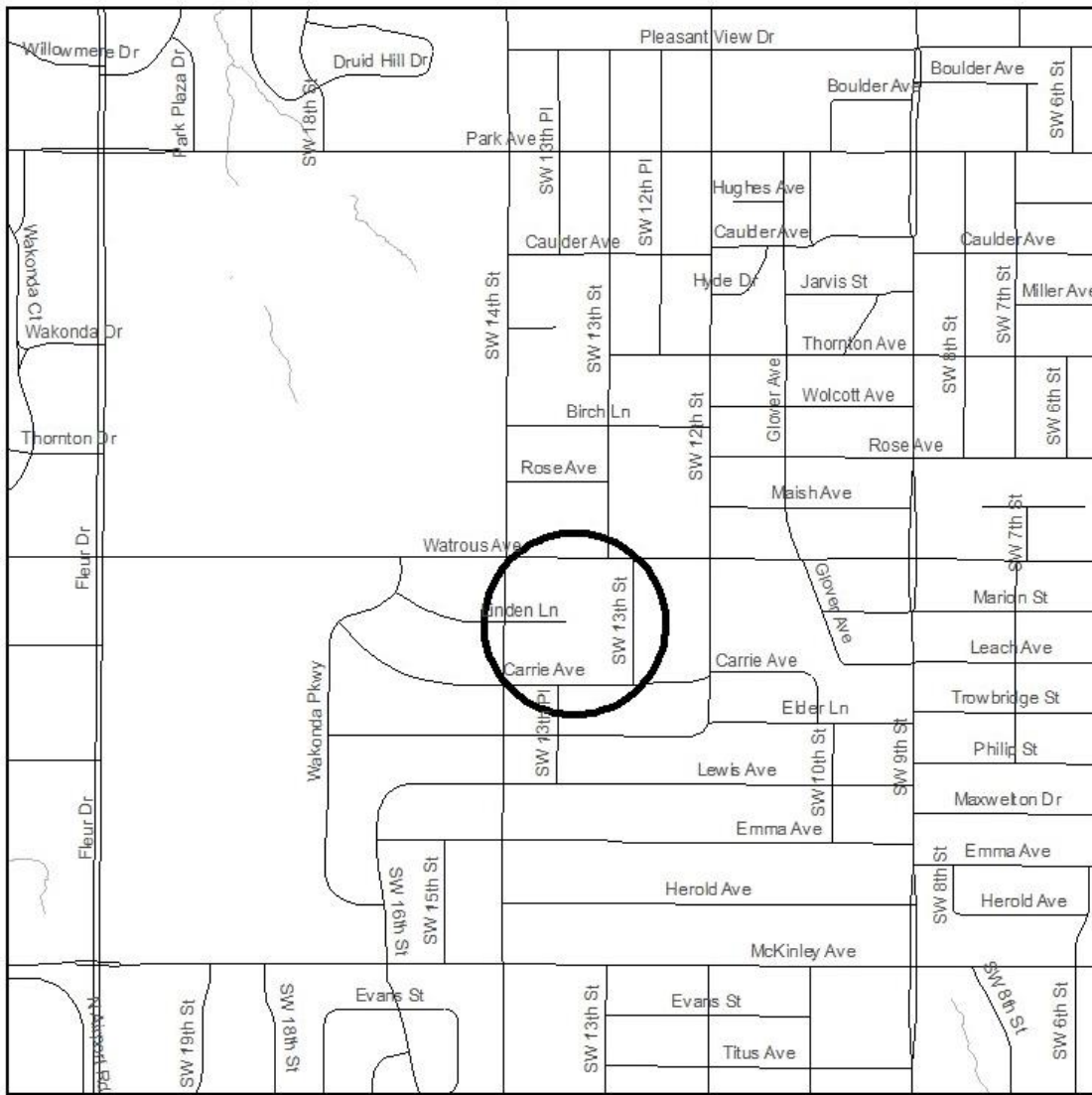
Amount: \$114,500

Funding Source: Fiscal Year (FY) 2023-2024 Capital Improvement Program (CIP), Page 71, Sprayground Improvements, PK034, Local Option Sales and Service Tax (LOSST) Funds

ADDITIONAL INFORMATION:

- The City plans to remove the existing, outdated wading pool at Sayers Park and construct new park facilities including a sprayground, sidewalks, playground, multi-purpose sport court, parking area, utilities, and landscaping. This project is scheduled for construction to start in spring 2025.
- Replacing the outdated wading pool, which is at the end of its lifecycle, with a new modern sprayground will extend the hours and number of days of operation and alleviate the need for on-site wading pool staff thus providing a higher level of service, including increased accessibility and inclusivity.
- Public input was received through numerous stand-alone public meetings and online questionnaires, as well as meetings with Watrous South Neighborhood Association. These efforts helped to communicate conceptual planning options and resulted in consensus regarding the final configuration for park improvements.

- Watrous South Neighborhood Association on Tuesday, August 1, 2023, the public questionnaire and project website page were announced and distributed to their members, meeting attendees, and email distribution list. Additionally, an on-site sign with a QR code link to the questionnaire was installed at Sayers Park. The questionnaire consisted of 21 questions, and we received 23 responses.
- Watrous South Neighborhood Association on Tuesday, October 10, 2023, the concept plan was presented at Christ the King Catholic Church Parish Hall and feedback received was incorporated.
- Open House on Wednesday, November 1, 2023 – 6:00 to 7:30 p.m. at MacRae Walker Shelter included exhibits, comment cards and in-person engagement regarding the concept plan development, priorities, and planned improvements.
- Future Open House to present design development plans will be coordinated with the Watrous South Neighborhood Association, as well as updated on-site signage to reach additional community members.
- 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 the Sayers Park Sprayground. Bolton & Menk, Inc. is qualified to perform the professional services and was selected to complete the design of Sayers Park Sprayground based upon they have designed the previous six (6) spraygrounds for the Parks Department, they have a good understanding of the standardization of equipment needs by Parks and has streamlined design parameters upon which the Parks Department requires.
- The Scope of Services to be performed under this PSA shall encompass and include detailed work, services, materials, testing, equipment, and supplies for the layout and design of the new Sayers Park facilities, including Project/Contract Management, Project Coordination, Survey, Data Collection and Sub-surface Utilities, Preliminary Design, Design Phase Services and Bidding Phase Services.
- City staff have negotiated a PSA with Bolton & Menk, Inc. for a total cost not to exceed \$114,500 based on hourly rates, to provide design services for the Sayers Park Sprayground.
- Construction is anticipated to be substantially complete in 2025, with final completion in early 2026.



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 PSA will require a Supplemental Agreement, which may require Council action. Depending on project and City staff workload at the time this project is ready to commence construction, a future agreement may be necessary to contract with a consultant for construction phase services.

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 Hall, 400 Robert D Ray Drive. 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.