



Legislation Text

File #: ID-155-17, **Version:** 1

Department of Finance - Division of Procurement & Contracts

Reference: *Award of Formal Solicitation Design Services Creating Master Plans & Construction Documents for Parks & Recreation Project #99922, 17001, 17016*

To: Mayor Richard N. McLean and Members of City Council

Through: Clint Blackhurst, Acting City Manager

Prepared By: Pam Roeding, Procurement & Contracts Manager

Through: Chontel Trujillo, Assistant City Manager Operations, Gary Wardle, Parks and Recreation Director

Cc: Jean Starr, Interim Finance Director

Date Prepared: March 21, 2017

PURPOSE

Requesting City Council approval of a formal solicitation for the Design Services Creating Master Plans & Construction Documents for Parks & Recreation Project to the lowest most responsive and responsible bidder, and approving the resolution giving the Mayor authority to sign the contract. Municipal Code Section 3.08.090, “. . . All bids and proposals in excess of \$50,000 shall be awarded through formal written procedures by the city council.”

BACKGROUND/HISTORY

The City of Brighton accepted proposals to complete a master plan for the Downtown Plaza area, the Brighton Japanese American Association Park (BJAA) and the Water Tower Park football fields.

The Downtown Plaza is a .4 acre site that is located at a main entry way to downtown area of Brighton. The plaza is located at the corner of Bridge Street and Main Street and includes a brick structure that is ready for demolition. This plaza will serve as a gateway for the downtown area.

The BJAA Park is a 6 acre site that is located at Longs Peak and 12th Ave. BJAA Park was constructed in 1958 and was originally a Japanese heritage themed park and the new master plan should follow a Japanese heritage theme. We plan to utilize the existing tennis courts, ball field and restroom building.

The football fields at **Water Tower Park** cover approximately 4 acres and are located at 4204 Crestone Peak St. The football fields are currently bluegrass sod and the plan is to have the fields converted to artificial turf. The fields experience a high volume of play and maintaining the sod to an acceptable level is virtually impossible.

A Mandatory Pre-Proposal Conference was held with eight (8) attendees.

Six (6) formal proposals were received on February 23 2017 at 200 PM. All six (6) firms were *short-listed* for interviews with each firm interviewed by the Project Team. The Procurement and Contracts Manager was present for all interviews.

While all presentations were impressive three earned the most points in response to the criteria of the RFP. Two of the three firms offered discounts for award of all three projects. The low bid from Norris Design of \$190,262.11 was above the budget for these projects. The Parks and Recreation Director and Procurement Manager worked with Norris Design to amend the project. Parks and Recreation is recommending the City accept the following deducts from the base bid:

Original Bid Amount for all three (3) projects:	\$190,262.11
1. The Downtown Plaza - Deduct Construction Documents (\$21,707.25).	\$38,187.25
2. The BJAA Park	\$80,494.50
3. Water Tower Park	<u>\$71,013.35</u>
Less 10% for award of all three projects	(\$18,968.50)
Modified Bid Amount:	\$170,726.60

FINANCIAL IMPACT

Each of the projects has an original budget of \$40,000. This was for master plan only. The additional cost of each project is to complete the construction drawings, prepare bid documents and bid the projects. There are funds available in the Parks and Recreation Capital Fund to complete the projects.

STAFF RECOMMENDATION

The Finance Department, in working with the Parks and Recreation Department and completing the review and evaluation of this proposal, the recommendation is to award to the lowest most responsive and responsible proposer to perform the required services of Norris Design in the amount of a total not to exceed One Hundred Seventy Thousand Seven Hundred Twenty Six Dollars and Sixty Cents (\$170,726.60).

Norris Design is in good standing with the State of Colorado.

OPTIONS FOR COUNCIL CONSIDERATION

- Approval as presented
- Reject
- Require new proposals be prepared

ATTACHMENTS:

- Resolution
- Evaluation Matrix