

**A G E N D A   R E P O R T**

**DATE** December 3, 2002

**ITEM** Professional Services Agreement for Skate Park/West Bank Projects (O.F. 1267)  
**INITIATED BY** Parks and Recreation Department

**ACTION REQUESTED** Approve Agreement

**PREPARED BY** Ben Rangel, Project Manager

**APPROVED AND PRESENTED BY** Jerry Sepich, Parks & Recreation Director

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**RECOMMENDATION:**

It is recommended the City Commission approve the agreement with Architects West, Inc. for design and construction engineering services for improvements to Elk’s Riverside and West Bank Parks, including a skate park.

**MOTION:**

“I move the City Commission approve the professional services agreement with Architects West, Inc. and authorize the City Manager to execute the agreement.”

**SYNOPSIS:**

The U.S. Department of Housing and Urban Development approved a special project grant, as funded by Congress in the VA-HUD-Independent Agencies Appropriations Act of 2002 (PL 107-73). The funds, amounting to \$ 1,000,000, were granted to the City of Great Falls for various improvements and enhancements in West Bank and Elk’s Riverside Parks.

Architects West, Inc. is being recommended by a selection committee to provide design, bidding and construction engineering services for a total of \$145,599.

**BACKGROUND:**

On behalf of the City, the Parks and Recreation Department applied to the U.S. Department of Housing and Urban Development for a special project grant. Senator Conrad Burns was instrumental in securing Congressional approval of the funding request.

The general scope of work includes the addition of a handicap accessible restroom, parking and a skate park in Elk’s Riverside Park and an upgraded irrigation system, contouring and revegetation in West Bank Park.

Architects West, Inc. (Coeur d’Alene, ID) was the highest ranked firm of the four firms responding to the Request for Statements of Qualifications and Proposals, as advertised in the Great Falls, Tribune. Requests were also mailed directly to twenty-six firms. The other responding firms were CTA LandWorks Group (Billings); Delta Engineering P.C. (Great Falls); and, Purkiss Rose-RSI (Fullerton, CA).

The selection committee consisted of: Ben Forsyth, Skate Board Representative; Jim Rearden, Public Works Director; Jerry Sepich, Parks & Recreation Director; John Rosenbaum, City Commissioner; John Trovatten, Parks & Recreation Board; and Doug Wicks, Trails Working Group.

One week prior to the first meeting of the selection committee, members were provided copies of the four consultant proposals, an evaluation form for use in reviewing and evaluating the proposals, and the Request for Proposals.

The members independently reviewed each of the proposals and completed their evaluation form, which corresponded with the selection criteria outlined in the Request for Proposals. The Committee then met on September 16, 2002 to jointly discuss and rank the proposals in order of preference. Following an extensive discussion of the proposals and an opportunity to revise their forms based on the joint discussion, the individual evaluation forms were tabulated. This resulted in Architects West, Inc. receiving the highest number of points and Delta Engineering P.C. receiving the second highest number of points. They were followed by CTA and RSI. Due to closeness in preference, the Committee chose to "short list" Architects West, Inc. and Delta Engineering P.C. and requested additional information of each. It was agreed that the two remaining firms were no longer under consideration, but for procedural purposes would be ranked as 3rd and 4th.

During its second meeting on September 30, 2002, the Committee further discussed the proposals, with the additionally requested information in hand. A second set of evaluation forms, which only included the two "short listed" firms, were then tabulated. This resulted in Architects West, Inc. receiving 175.0 points and Delta receiving 157.5 points. The Committee agreed the evaluation and selection process reflected its order of preference. As such, the Committee unanimously concluded the consultants would be ranked in the following order: 1) Architects West, Inc., 2) Delta Engineering P.C., 3) CTA LandWorks Group, and 4) Purkiss Rose-RSI.

The selection process was conducted in accordance with the procedures and criteria presented in the Request for Proposals.

The project will be designed and administered in accordance with applicable local, State and Federal standards and requirements. On behalf of the City, Ben Rangel of the City-County Planning Staff will administer the consultant agreement and project design, in cooperation with City Parks & Recreation and Public Works staffs.

Attach: Consultant Agreement (On file at the Civic Center)

cc (w/o attachment): Ben Forsyth; John Trovatten; Doug Wicks