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MEMORANDUM

To: Mayor and City Council

From: Warren Hutmacher, City Manager

Date: October 10, 2011

Subject: **Request for Proposal #11-10 Public Works/Parks and Recreation**

BACKGROUND

In July, 2011 the City awarded contracts to firms for the management of the following services:

1. Planning and Zoning
2. Inspections and Permitting
3. Finance and Administration
4. Marketing and Public Relations
5. Information Technology

It was the city's intent to also award contracts at that time for the management of Public Works and Parks and Recreation. Due to a technical problem with the Request for Proposal (RFP) process the city rejected all the proposals in these service areas and issued a new RFP that combined Public Works and Parks and Recreation into one proposal.

The City received four bids in response to the most recent RFP. Firms providing bids included Clark Patterson Lee, Lowe Engineers, Moreland Altobelli and Jacobs.

The staff and Council (Councilmen Ross, Wittenstein and Thompson) read and scored each technical proposal using the criteria listed in the RFP. Cost proposals were provided to the City in a separate envelope and were not considered in the initial evaluation. Scoring for price was calculated using the methodology spelled out in the RFP. Scoring for the price component of the RFP accounted for 20% of the total scoring.

ANALYSIS

Final scoring for all firms are listed below with the commensurate final pricing. All cost figures are calculated on a four year basis. The recommended firm is highlighted in yellow:

Public Works and Parks and Recreation

Firm Name	Final Scoring (including cost)	4 year pricing
Lowe Engineers	639.83	\$1,995,000
Clark Patterson Lee	625.67	\$2,317,600
Jacobs	600.34	\$2,495,740
Moreland Altobelli	570.57	\$2,369,900

RECOMMENDATION

The team's recommendation is for the Council to authorize the Mayor to execute a contract with Lowe Engineers at the pricing stated above for an initial three year period with an option for the city to extend the contract for a fourth year. The fee listed above includes fixed fee pricing for the optional fourth year of the contract. As a result of the RFP process for all services the City will save \$3,440,000 over the next four years.