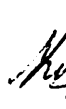


MEMORANDUM
July 15, 2013

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation 
DATE: July 15, 2013
RE: Park Maintenance Building Project – Professional Services

INTRODUCTION:

Please accept this memo and the attached document as a request for approval of a Professional Services Agreement with Thomas McInerney Architect for the design and engineering of the Park Maintenance Building Project.

BACKGROUND:

The current Park Maintenance Building in Weed Park is a metal frame structure that was built in 1973. This facility is the central maintenance infrastructure repair site for all outlying park operations. The current facility is no longer adequate for our operations and is not in compliance with current maintenance facility safety standards.

As you are aware, the City Council approved this proposed project in the amount of \$275,000.00 in the latest budget process. Professional Services was approved at \$25,000.00 and building construction was approved at \$250,000.00.

RECOMMENDATION/RATIONALE:

At this time, the City staff would recommend that the City Council approve a Professional Services Agreement with Thomas McInerney Architect in the amount of \$19,900.00.

BACKUP INFORMATION:

1. Professional Services Submittal Forms

Thank you for your time and attention to this matter. Please contact me if you have any comments, questions or concerns.

C: Les Dennis, Park Maintenance Supervisor

Muscatine Parks and Recreation Department

Submittal Form

Park Maintenance Building Project

1. Concept Plan and Cost Estimate Phase Fee \$ 2,985

2. Bid Document Administration Phase Fee \$ 13,930

3. Construction Observation Phase Fee \$ 2,985

total: \$19,900

4. Have you included a project timeline with your submittal? Yes X No

(page 8)

5. Can your organization comply with the Iowa Code as it pertains to governmental entities engaging appropriately licensed and registered professional design services for proposed public improvements? Yes X No

6. Please provide three (3) business references that the City of Muscatine may contact:

1. Mike MORAN 319-356-5110

2. Steve Schmidt 319-400-4408

3. Mark IRONSIDE 319-551-1363

Name of Organization: Thomas McINERNEY ARCHITECT

Address: 1208 Marcy St

Iowa City IA 52240

Phone Number: 319-331-0365

Contact Person: Thomas McINERNEY

Authorized Signature: 

Date: July 11, 2013

All proposals must be received by July 11, 2013 at 2:00 P.M.

Muscatine Parks and Recreation Department
Submittal Form
Park Maintenance Building Project

1. Concept Plan and Cost Estimate Phase Fee \$ 26,100

2. Bid Document Administration Phase Fee \$ 13,000

3. Construction Observation Phase Fee \$ 4,400

Total \$43500.00

4. Have you included a project timeline with your submittal? Yes X No

5. Can your organization comply with the Iowa Code as it pertains to governmental entities engaging appropriately licensed and registered professional design services for proposed public improvements? Yes X No

6. Please provide three (3) business references that the City of Muscatine may contact:

1. SHERI PROUD, DIRECTOR OF PARKS + REC., CITY OF CORALVILLE
2. MICHAEL MORAN, DIRECTOR OF PARKS + REC., CITY OF IOWA CITY
3. BILL CHRISTMAN, ENGINEER, GRAIN PROCESSING CORP., MUSCATINE

Name of Organization: SHOEMAKER + HAALAND

Address: 160 HOLIDAY ROAD
CORALVILLE, IOWA 52241

Phone Number: 319-351-7150

Contact Person: JOSH ROOT OR ADRIAN HOLMES

Authorized Signature: Joshua A. Root

Date: 7/10/13

All proposals must be received by July 11, 2013 at 2:00 P.M.