CITY OF JOPLIN
COUNCIL AGENDA ITEM

ITEM
Council Bill 2020-609 – Approving a contract with Landworks Studio to complete a Parks Master Plan Study.

MEETING DATE
September 21, 2020

ORIGINATING DEPT
Parks and Recreation

ATTACHMENTS
CB 2020-609 Ordinance; Exhibit "A" Landworks Studio Contract; Landworks Studio Bid Response; City of Joplin RFP; Summary of Scores and Comments

REVIEWED BY
Department Head: Leslie Haase; Parks Director: Paul Bloomberg; City Attorney: Peter Edwards; City Manager: Nick Edwards

SUMMARY
This Council Bill approves a contract with Landworks Studio to complete a Parks Master Plan Study.

BACKGROUND
The ½-cent parks/stormwater sales tax is set to expire on March 31, 2022. With voter approval, the August 2021 election will allow this tax to continue without interruption. As such a tentative timeline has been established and provided to the City Council at a previous work session. For past sales tax initiatives, staff has compiled a master plan or a needs listing as a start to the process. Council then appointed a citizen's task force to review the needs, present a final recommended project list to the council and serve to educate and garner public support for the initiative.

Like Public Works, the Parks and Recreation Department wishes to complete a master plan to develop a needs list for the ½-cent parks/stormwater sales tax renewal. The RFP was issued on July 24th with a due date of August 21st. The City staff recently completed its assessments of the bids as well as interview evaluations with the bid finalists. This is a summary of the bid evaluation process.

Summary of Bid Process:
The following eleven bids were received in response to the Parks Master Plan Study RFP:

- Cannon Design
- Confluence
- Design Workshop
- Dick Horton Consulting
- Guernsey
- Lamar Johnson Collaborative
- Landworks Studio

- LaQuatra Bonci Associates
- RDG Planning
- SWT Design
- Vireo

A city staff team was assembled to assess the bids as set forth in the RFP. The initial team was Paul Bloomberg, Jake Cowen, Greg Bertoncino, Troy Bolander, Patrick Tuttle and Leslie Haase. The bids were assessed as follows:

25% Methodology - that the vendor will use to conduct work outlined in RFP and evidence of ability to perform the work described herein.

25% Experience – previous experience performing related projects of complex nature, including, but not limited to, similar size and type of organization.

10% References – will be based on references submitted as part of RFP but can include clients not submitted.

30% Cost of proposal – must contain a cost for the requested scope of work in a "not to exceed" amount.

10% Staff - capability and availability of professional staff to serve the City of Joplin in a competent and timely manner.

Each staff member independently evaluated the bid responses and scored them based on the above criteria. A summary of the preliminary scores and detailed comments related to the scores is attached for your review. From the total preliminary scores, the finalists were chosen for finalist interviews as described in the RFP. The top three bidders were chosen for the Parks Master Plan Study, which were Dick Horton Consulting, Landworks Studio, and SWT Design.

Finalist Process Summary:

Finalist interviews for the Parks Master Plan was held on Thursday, September 3rd. The city staff team that participated in the finalist interviews was Paul Bloomberg, Jake Cowen, Greg Bertoncino, Patrick Tuttle and Leslie Haase. A listing of questions was provided to each finalist prior to their presentation. The finalists were asked to address the questions in their presentations and each team was given 30 minutes to present, with 15 minutes for questions. The presentations occurred as a mixture of in-person and virtual meetings. The presentation teams represented the staff that would be assigned to work on the project.

City staff scored the finalist presentations on a 50-point basis with 20 points for methodology, 15 points for experience and 15 points for staff. Each staff member independently scored each finalist. A summary of the final scores and detailed comments related to the final scores is attached for your review. Landworks Studio had the highest final score for the Parks Master Plan Study and has submitted the best overall bid. The contract price is $129,760.

FUNDING SOURCE

This item is included in the parks/stormwater sales tax budget.

RECOMMENDATION

Staff recommends approval of this council bill on an emergency basis in order to meet the timeline for the sales tax renewal effort.