

Introduced by: City Manager Nathan Mai-Lombardo

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH PLANNING DESIGN STUDIO ACCORDING TO BID #939 – CREATION OF PARKS MASTER PLAN

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BERKELEY, MISSOURI, AS FOLLOWS:

Section 1. The City Manager is hereby authorized to execute an Agreement according to Bid #939, Creation of Parks Master Plan Services with Planning Design Studio.

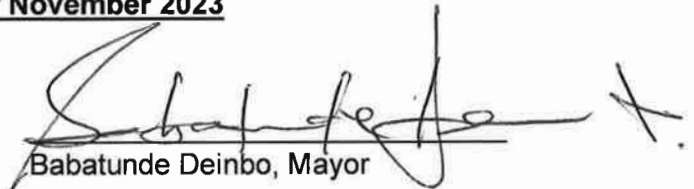
Section 2. The agreement is attached and hereby incorporated herein and made a part of this ordinance, as if fully set out herein.

Section 3. This Ordinance shall be in full force and effect from and after its date of passage.

1st Reading this 06th day of November 2023


2nd Reading this 06th day of November 2023

3rd Reading, PASSED and APPROVED, this 20th day of November 2023


Babatunde Deinbo, Mayor

ATTEST:


Deanna L. Jones, City Clerk


Approved as to Form:
Donnell Smith, City Attorney

Final Roll Call:

Councilwoman Verges	Aye <u>X</u> Nay ___ Absent ___ Abstain ___
Councilwoman Williams	Aye <u>X</u> Nay ___ Absent ___ Abstain ___
Councilman Hoskins	Aye ___ Nay <u>X</u> Absent ___ Abstain ___
Councilwoman Anthony	Aye <u>X</u> Nay ___ Absent ___ Abstain ___
Councilman Hindeleh	Aye <u>X</u> Nay ___ Absent ___ Abstain ___
Councilwoman-at-Large Crawford-Graham	Aye <u>X</u> Nay ___ Absent ___ Abstain ___
Mayor Deinbo	Aye <u>X</u> Nay ___ Absent ___ Abstain ___

PROJECT AGREEMENT

THIS AGREEMENT made this 28th day November 2023, by and between the City of Berkeley (a municipal corporation organized and existing under the laws of the State of Missouri), hereinafter called the "Owner" and Planning Design Studio LLC (an LLC) hereinafter called the "Contractor" and the City of Berkeley, Missouri.

WITNESSETH, that the Contractor and the City of Berkeley, Missouri for the considerations stated herein agree as follows:

STATEMENT OF WORK: The Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, and services and perform and complete all work required for the creation of a Parks Master Plan for the City of Berkeley, Missouri; and any and all required supplemental work for completion of the project in accordance with the Contract documents.

The Contractor must contact the City at least five (5) working days prior to start of project so that residents can be notified of project commencement date.

The Contractor shall receive direct pay from the City of Berkeley for the performance of the contract in current funds, for work performed at the prices stipulated on the attached bid for the work completed subject to any additions and deductions mutually agreed upon by both parties of this agreement.

CONTRACT: The executed Contract documents consist of the documents furnished to each bidder and the Contractor for this project.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed in **one (1) original and three (3) copies** on the day and year first above written.

Attest: Noel Fehr

By Noel T. Fehr
Title: Principal & LLC Manager

Planning Design Studio LLC

Contractor
Scott V. Emmelkamp
By: Scott V. Emmelkamp
Title: Principal
Street: 2816 Sutton Blvd - Suite 1
City: St. Louis, Missouri 63143

Deanna Jones
By Deanna L. Jones
Title: City Clerk

CITY OF BERKELEY, MISSOURI
Nathan Mai-Lombarido
By: Nathan Mai-Lombarido
Title: City Manager
Street: 8425 Airport Road
City: Berkeley, MO 63134

MEMORANDUM

TO: Nathan Mai-Lombardo, City Manager

FROM: Shaun Wilson, Director of Parks and Recreation

DATE: 10/27/2023

RE: Selection of Planned Design Studio to Undertake the Parks Master plan.

The Parks and Recreation Department thoroughly vetted the responses to our RFQ (request for qualifications) for a Parks Master Plan consultant, and we are prepared to recommend Planned Design Studio as the winning bidder.

The RFQ was published in October, with a response deadline of October 20th. We received two good bids, both from local firms, with proposed fees between \$48,000 and \$68,000, and both proposing a timeframe of 6 to 12 months for completion of the plan. The Parks and Recreation Department then conducted phone interviews with prior and current clients for references. They came highly recommended for skill and reliability, with references using them for multiple projects in the past and present. In the end, the Parks and Recreation Department conclude that Planning Design Studio has the best bid for the following reasons:

- They have the lowest quoted fee (\$48,000).
- They are a fully integrated design firm, covering all aspects of community development in-house, from engagement, design, financing, and implementation.
- Their history of projects closely resembles the view and outlook that is wanted and needed in the parks planning.
- Exemplary reviews from references and passion for their work.

Ultimately either of the two finalists would do a good job addressing the City's needs and wants for the parks. However, Planning Design Studio has the skills, resources, reputation, local connections, and the lowest bid to create the Parks Master Plan. In closing, we strongly recommend the City hire them as our Parks Master planning consultant.

SUPPORTING DOCUMENTS

Please find attached the bid results from the October 20, 2023 bid opening.

IMPACT ON CITY'S BUDGET

\$48,000

We also will be applying for a \$10,000 Planning Grant from the Municipal Park Grant Commission of St. Louis County. While we cannot guarantee this grant, we are very likely to receive the funding to help offset the costs.

2023 BUDGET AMOUNT

This is a new proposal for the current budget year.

RECOMMENDED CITY COUNCIL ACTION

Approve Planning Design Studio for the project