

COUNCIL DECISION REQUEST

SUBJECT: Payson Event Center—Architect Selection & Negotiation

MEETING DATE: December 13, 2007

PAYSON GOAL: NEW:

EXISTING: X

ITEM NO.:

TENTATIVE SCHEDULE:

SUBMITTED BY: Rick Manchester,
Parks and Recreation Director

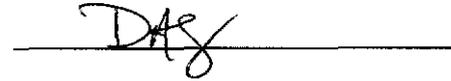
AMOUNT BUDGETED: \$0

SUBMITTAL TO AGENDA

EXPENDITURE REQUIRED: estimated \$80,000

APPROVED BY TOWN MANAGER

CONT. FUNDING REQUIRED:



EXHIBITS (If Applicable, To Be Attached):

POSSIBLE MOTION

Council can motion. .initiate the negotiation to develop scope and fee with Cleland Group for the design development phase of the Event Center planning process.

OR

Council can motion . .direct staff to work with the Payson Event Center Technical Advisory Committee to determine the desired uses of the Payson Event Center without an architect at this time.

SUMMARY OF THE BASIS FOR POSSIBLE MOTION:

A request for qualifications (RFQ) was issued to eight firms that have completed projects of this nature in Arizona. From the eight invited to submit, seven prepared and returned statements of qualifications (SOQ).

A short list was developed based on the firm's experience with projects comparable to the Payson Event Center. The short list of three firms was invited to make presentations to the selection committee. The selection committee included Interim Town Manager, P&R Director, Assistant Town Engineer, Dave Rutter, and Bruce Wilson. Dave and Bruce are both Parks and Recreation Advisory Board members.

The selection committee identified the two highest scoring firms who were then invited to make presentations to PECTAC on November 27, 2007. After hearing both presentations PECTAC recommended that the town negotiate a scope of services and related expenses with the Cleland Group.

PROS:

- The firms that made presentations are all well qualified to do an excellent design based on broad public input for an indoor or covered rodeo grounds/multiuse event center. The selection process was rigorous and fair. Receiving the number of SOQs is an indicator that the RFQ communicated the town's needs adequately. There were several comments made by candidates that the selection process, materials, and information were well organized.
- Also having two firms score so closely together is much like receiving bids that are very closely priced.

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CONS:

- The funding for this project was not specifically allocated for in this year's budget cycle
- The aggressive planning schedule previously provided has been "loosened" based on the new completion date of February in 2010. The estimated completion date for the conference center and hotel was provided by developer through the lease documents.

PUBLIC INPUT (if any):

- PECTAC meetings conducted on November 6th, and November 27th.

BOARD/COMMITTEE/COMMISSION ACTIONS/RECOMMENDATIONS (if any) (give dates and attach minutes):

- Attach minutes and Comments made during the November 27, 2007 PECTAC Meeting.