

**MEMORANDUM**

**To:** Mayor and City Council

**From:** Jessica Guinn

**Date:** September 25, 2017

**Subject:** **Construction Process and Affirmation to Utilize Comprehensive Program Services for Parks Projects**

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**BACKGROUND**

On August 28, the City Council approved the Parks and Recreation Master Plan Update, which included projects to be completed in the short-term within Brook Run Park. In order to move forward with this effort, staff recommends that the City utilize the Construction Manager at Risk process. This process has been employed to deliver the new City Hall project, which has moved along very successfully and according to schedule with no change orders to this point. As part of this process, staff proposes continuing to utilize the program management services of Comprehensive Program Services (CPS) for the design and construction of the new amenities at Brook Run Park, including the multi-purpose fields and the Great Lawn. The expertise of CPS has proved invaluable throughout the City Hall construction process, and staff expects that this level of expertise and service will be very beneficial in order to deliver the amenities at Brook Run in a timely and cost efficient manner.

With CPS on board to provide program management services, a Request for Qualifications (RFQ) will be prepared immediately to solicit qualified design firms to design the park amenities. Shortly thereafter, a separate RFQ will be released to select the Construction Manager (CM) at Risk. This will allow the CM to be engaged very early in the design process, working closely with the design team from the schematic design phase through the completion of the final construction documents, providing input and value engineering suggestions along the way. Again, this approach has worked very well for the City Hall project and has significantly streamlined the project schedule.

**RECOMMENDED ACTION**

At this time, staff is seeking affirmation of Council to move forward as outlined above. As per City procurement requirements, staff will bring forth a recommended design firm and, separately, the recommended CM firm for contract approval by Council.