

BILL NO. S-13-04-01

SPECIAL ORDINANCE NO. S-_____

AN ORDINANCE approving ITB #3611 -
PROFESSIONAL DESIGN, ARCHITECTURAL,
AND ENGINEERING SERVICES FOR THE
MCMILLEN PARK ICE ARENA CONVERSION
PROJECT between MSKTD & ASSOCIATES and
the City of Fort Wayne, Indiana, in connection with
the Board of Public Works.

**NOW, THEREFORE, BE IT ORDAINED BY THE COMMON
COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:**

SECTION 1. That the ITB#3611 - PROFESSIONAL DESIGN,
ARCHITECTURAL, AND ENGINEERING SERVICES FOR THE MCMILLEN
PARK ICE ARENA CONVERSION PROJECT by and between MSKTD &
ASSOCIATES and the City of Fort Wayne, Indiana, in connection with the Fort
Wayne Parks and Recreation Department, is hereby ratified, and affirmed and
approved in all respects, respectfully for:

All labor, insurance, material, equipment, tools, power,
transportation, miscellaneous equipment, etc., necessary for
Professional Design, Architectural, and Engineering
Services for the McMillen Park Ice Arena Conversion
Project:

involving a total cost of ONE HUNDRED EIGHTEEN AND 00/100 DOLLARS -
(\$118,000.00). A copy said Contract is on file with the Office of the City Clerk
and made available for public inspection, according to law.

SECTION 2. That this Ordinance shall be in full force and effect
from and after its passage and any and all necessary approval by the Mayor.

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Council Member

APPROVED AS TO FORM AND LEGALITY

Carol Helton, City Attorney

REF. NO.:	3611
DEPT:	Park Department
DATE:	3/27/2013
ITEM/SERVICE:	Professional Services
ADVERTISED BID:	Yes
DATES ADVERTISED:	2/4/13 & 2/11/13
DATE OPENED:	3/6/13
SINGLE SOURCE:	No
NO. OF VENDORS NOTIFIED:	10
NO. OF VENDORS RECEIVING BID:	10
NO. OF VENDORS RETURNING BID:	7
NO. OF VENDORS DISQUALIFIED:	0
DATE SENT TO DEPT FOR RECOMM:	3/6/13
DATE RECOMM RECEIVED BACK:	3/25/13
DATE SENT TO LAW DEPT:	3/27/13
INTRODUCTION DATE:	4/9/13
DISCUSSION DATE:	4/16/13
PASSAGE DATE:	4/23/13

SELECTION CRITERIA EVALUATIONS

RFP#3611 McMillen Community Center Project

Review Date: March 12, 2013

Proposal Ratings

Evaluation Criteria	Weight	MSKTD & Associates		Grinsfelder Associates		Martin Riley		Morrison Kattman Menze		Viridian Architectural Design		Vintage Archonics		SCO Engineering	
		Rate	Score	Rate	Score	Rate	Score	Rate	Score	Rate	Score	Rate	Score	Rate	Score
Firm's Qualifications	7	6	42	6	42	6	42	6	42	3	21	6	42	3	21
Firm's Years In Busines	6	6	36	6	36	6	36	6	36	3	18	9	54	3	18
Experience in Similar Projects	9	9	81	6	54	6	54	3	27	3	27	6	54	3	27
Schedule of Work Identified	9	6	54	6	54	6	54	6	54	6	54	0	0	0	0
Proposal Identifies Energy-Saving Design Ideas	8	6	48	6	48	3	24	6	48	3	24	1	8	1	8
Proposed Fees and Quality of Project Cost Estimate	8	9	72	6	48	6	48	3	24	3	24	3	24	3	24
Resources Available to Complete in Timely Manner	7	6	42	6	42	6	42	6	42	3	21	3	21	3	21
Completeness & quality of proposal	5	9	45	6	30	3	15	6	30	6	30	3	15	3	15
Indiana Business (5 Points)	5	1	5	1	5	1	5	1	5	1	5	1	5	1	5
Maxium Score Possible:	576	Total:	425		359		320		308		224		223		139
% of Total			74%		62%		56%		53%		39%		39%		24%

COUNCIL DIGEST SHEET

Enclosed with this introduction form is a tab sheet and related material from the vendor(s) who submitted bid(s). Purchasing Department is providing this information to Council as an overview of this award.

RFPs & BIDS

Bid/RFP #	3611
Awarded To	MSKTD & Associates
Amount	\$118,000
Conflict of interest on file?	☒ Yes ☐ No
Number of Registrants	10
Number of Bidders	7
Required Attachments	RFPs – attach Award Matrix; Bids – attach Tab Sheet

EXTENSIONS

Date Last Bid Out	2/4/13
# Extensions Granted To Date	n/a

SPECIAL PROCUREMENT

Contract #/ID (State, Federal, Piggyback, Authority)	n/a
Sole Source/ Compatibility Justification	n/a

BID CRITERIA (Take Buy Indiana requirements into consideration.)

Most Responsible, Responsive Lowest	☐ Yes ☒ No If no, explain below
If not lowest, explain	Contract for professional design services.

COUNCIL DIGEST SHEET

COST COMPARISON

<i>Increase/decrease amount from prior years For annual purchase (if available).</i>	n/a
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DESCRIPTION OF PROJECT / NEED

<i>Identify need for project & describe project; attach supporting documents as necessary.</i>	The McMillen Park Ice Arena currently sits unused. The Fort Wayne Parks Department would like to convert the building from an ice arena to a multi-use Youth sports facility. This will require design changes and a Request for Proposals was issued for such services. Seven companies submitted proposals. Each company's proposal was reviewed by the Parks Department in a fair and Impartial manner and MSKTD & Associates' proposal rated the highest.
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REQUEST FOR PRIOR APPROVAL

<i>Provide justification if prior approval is being requested.</i>	n/a

FUNDING SOURCE

<i>Account Information.</i>	Legacy Funds



MEMORANDUM



To: City Council Members, City of Fort Wayne
From: Steve Schuhmacher, Fort Wayne Park and Recreation Dept.
CC: File
Subject: ITB # 3611
Date: March 25, 2013

The Fort Wayne Parks and Recreation Department is requesting approval for a contract with MSKTD & ASSOCIATES. The contract is for PROFESSIONAL DESIGN, ARCHITECTURAL, AND ENGINEERING SERVICES FOR THE MCMILLEN PARK ICE ARENA CONVERSION PROJECT.

This project will require design services to remodel the existing building from an ice arena into an area youth sports community center.

Funding for this project is coming from the Legacy Fund.

We respectfully request your approval of this contract so that we may proceed with the work. If you have any questions, please feel free to contact me, Steve Schuhmacher, at 427-6401 or Steve McDaniel at 427-6407.

Thank you in advance.