



**Special City Commission Meeting Agenda
2 Park Drive South, Great Falls, MT
Gibson Room, Civic Center
October 13, 2020
5:30 PM**

UPDATES CONCERNING PROCESS OF MEETINGS

Due to the COVID-19 health concerns, the format of the City Commission meeting may be modified to accommodate Commission member attendance in person, via a remote location/virtual meeting method, or to appear telephonically. In order to honor the Right of Participation and the Right to Know (Article II, Sections 8 and 9 of the Montana Constitution), modifications have also been made for public participation. Public participation is welcome in the following ways:

- Attend in person. Refrain from attending in person if you are not feeling well. The City will require social distancing at the meeting, and may limit the number of persons in the meeting room according to applicable health guidelines.
- Provide public comments via email. Comments may be sent via email before 12:00 PM on Tuesday, October 13, 2020, to: commission@greatfallsmt.net. Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether a city resident. Due to tracking and dissemination requirements, written communication must be received by that time in order to be shared with the City Commission and appropriate City staff for consideration during the agenda item and before final vote on the matter; and, will be so noted in the official record of the meeting.
- Call-in. The mayor will announce specific public comment periods. At that time, the public may call 406-761-4786 to provide public comment specific to that agenda item. All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. **When your call is answered, mute the online or television audio to avoid time-delayed background noise/feedback, and do not use speakerphone when commenting.** Callers will be restricted to customary time limits. We ask for your patience in the event there are technical difficulties.
- The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>. The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <https://greatfallsmt.net/livestream>.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL / STAFF INTRODUCTIONS

AGENDA APPROVAL

CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS

PETITIONS AND COMMUNICATIONS

(Public comment on any matter that is not on the agenda of the meeting and that is within the jurisdiction of the City Commission. Please keep your remarks to a maximum of 3 minutes. When at the podium, state your name and either your address or whether you are a city resident for the record.)

1. Miscellaneous reports and announcements.

NEW BUSINESS

2. Request for Proposals (RFP) for design, permitting and construction management of the Great Falls indoor aquatic & recreation center. *Action: Award or not award the design, permitting and construction management and authorize or not authorize the City Manager to negotiate and execute the contract documents. (Presented by Steve Herrig)*

ADJOURNMENT

Commission meetings are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. This Special City Commission meeting will be re-aired on cable channel 190 on Wednesday October 14th at 10 am, and Monday October 19th at 5:30 pm.



Commission Meeting Date: October 13, 2020

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

REVISED

Item: Award of proposal and direct staff to negotiate contract under the City’s purchasing policy for design, permitting and construction management of the Great Falls indoor aquatic & recreation center. OF 1770.0

From: Park and Recreation Department

Initiated By: Park and Recreation Department

Presented By: Steve Herrig, Park and Recreation Director

Action Requested: Award the project to the selected proposal group and direct the City Manager to proceed with contract negotiation and execution of contract documents.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (award/not award) the design, permitting and construction management of the Great Falls indoor aquatic and recreation center to _____, and authorize the City Manager to negotiate the fees and execute the contract documents.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: Approve the project design, permitting and construction management award to the selected proposal group as recommended by the RFP selection committee, and authorize staff to proceed with fee and contract negotiation.

Summary: At its regular September 1, 2020 meeting, the City Commission authorized submittal of a Defense Community Infrastructure Program (DCIP) grant request to the Department of Defense in the amount of \$10 million for a new indoor aquatics and recreation facility. The new facility proposal included a match of \$10 million dollars from the Park District #1 assessment to complete the \$20 million project. On September 21, 2020, the City of Great Falls was notified of a \$10 million grant award, upon execution of grant agreement documents.

After the grant award notice, staff issued a Request for Proposals for the design, permitting and construction management for the Aim High Big Sky Center. The RFP was posted on the City’s website August 26, 2020 and advertised in the Great Falls Tribune on September 6, 2020 with a submission date of September 21, 2020.

The RFP outlined aspects of the new facility desired by the City based on prior utilization of the Morony Natatorium, the Recreation Center, and the Park and Recreation Master Plan adopted in 2014. The RFP sought proposals that would at a minimum, meet current and future programming needs as well as military training needs, child watch facility, and classroom and meeting space. The invitation outlined the requirements for the preparation of the RFP as well as the evaluation criteria the selection committee would utilize for scoring the proposals and some preliminary design information from the grant application. The RFP indicated that the total project cost was \$20 million.

Evaluation and Selection Process: The City received ten proposals. Before reviewing the proposals, the RFP selection committee met on September 22, 2020 to discuss the criteria worksheets and scoring sheets that would be used for evaluation of the RFPs, with the maximum available points of 100. The members of the committee, then independently reviewed each of the ten proposals. The selection committee met on October 4, 2020, submitted their scoring to committee chair, and discussed the scoring of the ten proposals.

Selection Committee members included City Manager Greg Doyon, Deputy City Manager Chuck Anderson, City Attorney Sara Sexe, Park and Recreation Director Steve Herrig, Public Works Director Paul Skubinna, P&CD Engineer Dave Grosse, Planner 3 Erin Borland. Mayor Kelly represented the City Commission during the initial review, but did not rank proposals.

On October 4th, the selection committee agreed that follow-up interviews with the top three scoring proponents should be conducted and scheduled the interviews for October 7th and 8th. Under the City's Purchasing Policy, interviews can be conducted with the possibility of scoring with an additional 100 points. The selection committee determined that interviews would be conducted and then the committee would provide its recommendation at the October 13, 2020 special meeting of the City Commission.

Because the interviews had not been completed as of the date of the posting of this Agenda Report, the recommendation and reasoning will be provided at the City Commission special meeting on this matter.

Fiscal Impact: The funding source(s) for this project include the federal grant award of \$10 million, as well as the dollar for dollar match from bonding against Park District #1.

Alternatives: Should the City Commission need additional time to consider the decision of the award of proposal, the City Commission could vote to table the decision for additional information on the proposal, or invite the proponent for another round of interviews.

Attachments:

RFP Score Sheet

Interview Question Sheet

0		Total RFP Score
Primary Consultant: Sub-Sonsultant:		
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0	Past Performance	
0-2	Table or matrix listing Offeror's project experience by category	
0-5	Summary of projects for each category demonstrating Offeror's qualifications and expertise	
0-3	Recent and/or Current Work for City of Great Falls or other Local Government Entity	
0-10	References	<p>List references from contracts similar in size and scope. The City is particularly interested in contacting clients within the state of Montana and within our region. Provide client name, facility name, and contact person with e-mail address and phone number. Is the consultant's work on these projects directly relevant to the work required on your project, including federal grants? If work samples were provided, do they match with your expectations?</p>
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0	Technical Expertise Qualifications and experience of staff with:	
0-4	Similar recreational and aquatic facility projects	
0-4	Working with different agencies and departments to obtain necessary permits;	
0-4	Construction administration and oversight for projects of similar size and scope.	
0-4	Description of proposed project-specific quality management plan.	
0-4	Does the consultant demonstrate other competencies critical to the success of the project ? (e.g., strong project management skills, written communication skills, existing networks/relationships, federal grant management etc.)	
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0	Technical Capabilities	
	Average years of experience for key personnel proposed specifically relating to service category (yrs of experience / number of key personnel) 20+ Years (5 pts), 15-19 Years (4 pts), 10 to 14 Years (3 pts), 1 to 10 Years (1 pt)	
0-15	Team Technical Experience	Certifications earned, special training taken, and memberships in professional groups (Core Team).
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0	Project Approach	
0-10	Scope of Services	<p>How well the Scope of Services offered meets the City's objectives; Organization and management approach and involvement for a successful project; Does the proposal include all the information you requested? Any irregularities? Does the proposal present the right combination of vision and detail?</p>
0-10	Executive Summary	<p>Quality, thoroughness, and clarity of proposal; Are the specific activities, deliverables and timeline aligned with your expectations and do they seem feasible (A? Does the proposal include any new ideas that you hadn't considered before? Has the consultant clearly and compellingly described how they will accomplish the work set out in the project? Do the writing and the overall presentation reflect the consultant's comfort and expertise in the project area?</p>
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0	Location	
0-5	Location of Consultant office and key personnel	
0-10	Availability of Key Personnel for project and beyond;	
0-5	Firm's familiarity with the Great Falls area;	

RFP INTERVIEW QUESTIONS FOR:**DESIGN, PERMITTING AND CONSTRUCTION MANAGEMENT OF THE GREAT FALLS INDOOR AQUATIC & RECREATION CENTER****Consultant:** _____**Evaluator:** _____

1. **(10 points)** Discussion of the Consultant's approach to providing services for this Project based upon the described Scope of Services. Specific examples of past experience in previous endeavors are encouraged.

2. **(15 points)** Overview of the Consultant's specific experience and qualifications as related to the Scope of Services, including qualifications and experience of assigned staff.

“We consider this project to be one that will define the City’s indoor recreational environment and platform for a long time to come. We are looking for a firm that not only understands the baseline objectives of the project but will deliver innovative, durable solutions with timeless design that can be cost effectively maintained to address the unique challenges and opportunities associated with this project.” With that:

3. **(20 points)** What design elements would you incorporate into the project to not only meet the training requirements of MAFB programs and operations, but to further the relationship between MAFB, its service members and families, and the citizens of the City of Great Falls, while maintaining the overall project budget at funded levels.

4. **(20 points)** Please expand on your approach to ensure the operational sustainability, durability and maintainability of the facility after design and construction. In this context, please include the potential for revenue generation and savings as it pertains to the operating budget.

5. (15 points) In light of the project's funding source and schedule, what strategy, tools, and methods would you deploy to mitigate and minimize the City's risk associated with construction contracting, project delivery, and operation?

6. (10 points) What is your approach to understanding and addressing potential soil conditions and other challenges and opportunities associated with the project?

7. (5 points) What do you bring to the project that no other consultant can?

8. (5 points) Answers to consultant specific questions.

Interview Score (100pts Poss): _____