



## **COMMUNITY DEVELOPMENT COMMITTEE**

**WEDNESDAY, DECEMBER 8, 2021 at 6:30 p.m.**

**POWELL COMMUNITY CENTER**

**6200 MARTWAY ST**

### **Meeting In Person and Virtually via Zoom**

*This meeting will be held in person at the time and date shown above. In consideration of the COVID-19 social distancing recommendations, this meeting will also be available virtually via Zoom (<https://zoom.us/join>). Information will be posted, prior to the meeting, on how to join at <https://www.missionks.org/calendar.aspx>. Please contact the Administrative Offices, 913-676-8350, with any questions or concerns.*

### **PUBLIC COMMENTS**

### **PUBLIC PRESENTATIONS / INFORMATIONAL ONLY**

### **ACTION ITEMS**

1. Acceptance of the November 3, 2021 Community Development Committee Minutes - Audrey McClanahan ([page 3](#))

Draft minutes of the November 3, 2021 Community Development Committee meeting are included for review and acceptance.

2. Mowing Contract – Brent Morton ([page 10](#))

The scheduled mowing of City parks, facilities, and other public grounds is performed as a contracted service. The current contract includes approximately 60 acres of public green space, including parks, city-owned lots, KDOT right-of-way, guardrail mowing and trails. The contract with KLM is for one year with the option to renew in one-year increments through 2022. Due to the rising costs of personnel and fuel, KLM is requesting a 5% cost increase for 2022 (\$4,078), for a total annual contract price of \$72,838. Staff recommends approval and extension of the 2022 mowing contract with KLM in an amount not to exceed \$72,838.

3. Andersen Park Tennis Courts – Penn Almoney ([page 13](#))

The Andersen Park tennis courts were last improved on July 2018 when the net posts were reinstalled in concrete to allow for consistent net tension. No significant improvements have been made to the lights, fences, access points or foundation since

the court's original installation in the 1960's and then refurbishment in 1978. The Andersen Park courts are the only tennis court amenity within Mission's outdoor park system. Major maintenance and reconstruction of the courts is overdue, and funds were budgeted as part of the 2022 Capital Improvement Program for Parks and Recreation. Sixteen firms were invited to bid on the project and four bids were received. Staff recommends that McConnell & Associates be authorized to demolish and reconstruct the tennis courts in an amount not to exceed \$340,846.

4. Ratification of Expenditure for Emergency Stormwater Repairs - 56<sup>th</sup> Street and Beverly Lane – Brent Morton ([page 21](#))

Staff recently observed settlement in the pavement of Beverly Lane just south of 56<sup>th</sup> Street over a section of 36-inch corrugated metal pipe (CMP). The bottom of the pipe had rusted out and the backfill was seeping into the pipe which caused the settlement. This section of pipe is rated a "3" (fair) in the City's stormwater inventory based on inspection and ratings performed in 2009. Following observation of the settlement, Staff contact two contractors to obtain cost estimates and B-G Construction submitted the low and most responsive bid in an amount not to exceed \$36,560. In accordance with Section 120.140 (5) of the Mission Municipal Code, the City Administrator authorized the emergency repair of the stormwater pipe and is now seeking ratification of the expenditure by the City Council.

## DISCUSSION ITEMS

5. Community Center Feasibility Study – Penn Almoney ([page 25](#))

The City of Mission is seeking the services of a qualified firm or individual(s) to provide all labor, equipment, survey, analyses, and materials necessary for a Community Center feasibility study. Staff will present the scope of work included in the RFP that was distributed on Wednesday, November 10, and is listed on the Mission website, social media and The Legal Record. The last day for submittals is Friday, December 10 with an award anticipated in January 2022.

## OTHER

6. Department Updates - Laura Smith

**Trent Boultinghouse, Chairperson**  
**Ken Davis, Vice-Chairperson**  
***Mission City Hall, 6090 Woodson St***  
***913.676.8350***

<b>City of Mission</b>	Item Number:	1.
<b>ACTION ITEM SUMMARY</b>	Date:	December 8, 2021
<b>Administration</b>	From:	Audrey McClanahan

Action items require a vote to recommend the item to the full City Council for further action.

**RE:** November 3, 2021 Community Development Committee minutes.

**RECOMMENDATION:** Review and accept the November 3, 2021 minutes of the Community Development Committee.

**DETAILS:** Minutes of the November 3, 2021 Community Development Committee meeting are presented for review and acceptance. At the committee meeting, if there are no objections or recommended corrections, the minutes will be considered accepted as presented.

Draft minutes are linked to the City Council agenda packet so that the public may review the discussion from the committee meeting in advance of the Council action on any particular item.

**CFAA CONSIDERATIONS/IMPACTS:** N/A

Related Statute/City Ordinance:	NA
Line Item Code/Description:	NA
Available Budget:	NA



## **MINUTES OF THE MISSION COMMUNITY DEVELOPMENT COMMITTEE**

November 3, 2021

The Mission Community Development Committee met at the Powell Community Center and virtually via ZOOM on Wednesday, November 3, 2021. The following Committee members were present: Sollie Flora, Ken Davis, Arcie Rothrock, Trent Boultinghouse and Debbie Kring. Mayor Appletoft was also in attendance. Councilmembers Schlossmacher and Thomas were absent. Councilmember Boultinghouse called the meeting to order at 6:30 p.m.

The following staff were present: City Administrator Laura Smith, Deputy City Administrator Brian Scott, City Clerk Audrey McClanahan, Assistant City Administrator Emily Randel, Public Works Director Celia Duran, Public Works Superintendent Brent Morton, Parks & Recreation Director Penn Almoney and Deputy Chief Kirk Lane.

### **Public Comments**

Councilmember Boultinghouse reminded the public they can participate via the chat feature on Zoom. All comments would be visible to the group.

There were no public comments.

### **Public Presentations**

#### **Action Items**

#### **Acceptance of the October 6, 2021 Community Development Committee Minutes**

Minutes of the October 6, 2021 Community Development Committee were provided to the Committee. There being no objections or corrections, the minutes were accepted as presented.

### **Public Works Gate**

Mr. Morton explained that the Public Works facility is located between two commercial properties with limited parking. The existing gate has a padlock and is left open all day which creates safety and security concerns. Some of the areas are outside staff's view and facility camera locations. Staff is often required to approach visitors to determine why they are parked inside the facility. Although the overhead doors are typically closed, the facility houses expensive pieces of equipment and vehicles. The new gate will typically be closed during daytime operations and staff will be able to open the gate with remote control sensors and prox cards. There will also be a keypad and intercom system for visitors to request access to the facility and a battery back-up system.

Staff determined sufficient savings in the current year's budget to proceed. Following adoption of the Revised 2021 Budget in September staff moved forward to solicit quotes for the automatic

gate. Project cost estimates provided during the budget process were \$35,000 with Independent Door & Gate (ID&G) submitting the lowest and most responsive bid. Staff recommends approval of the contract with ID&G in an amount not to exceed \$21,132.03 for purchase and installation of a Maximum Control Super Arm 2300 security gate with black-coated chain link dual drive swing gates that are 6 feet tall and 35 feet wide. The project will be funded through savings in the Public Works operating budget and reflects a reduction in the original budget estimate of approximately \$13,868.

Councilmember Davis recommended a contract with Independent Door & Gate to install a Maximum Control Super Arm 2300 security gate at the Public Works facility in an amount not to exceed \$21,132.03 be forwarded to Council for approval. All on the Committee agreed, this will be on the consent agenda.

### **51st St. Sidewalk Project**

Mr. Morton explained that staff has received a number of complaints regarding the condition of the sidewalk located on 51st St. east of Dearborn St. The sidewalk between Dearborn St. and Woodson St. have numerous cracks while tree roots have displaced some of the sidewalk panels, which is a safety hazard and non-complaint with ADA requirements. This sidewalk is also used by many students who walk this route every day to and from school at Rushton Elementary.

In order to make this sidewalk ADA compliant, Staff retained Olsson, the City's on-call engineer, to prepare design plans. The scope of work includes removal and replacement of 365 square feet of sidewalk and curb and gutter, as well as installation of three ADA ramps. Additionally, in one location the sidewalk will be constructed around an existing tree which is over 100 years old. This tree is being protected at the request of the property owner and the owner is willing to grant a sidewalk easement and temporary construction easement for the City to relocate the sidewalk further north around the tree. This work also includes removing and relocating the property owner's existing fence and regrading disturbed areas. Three bids were obtained for the project with G-B Construction submitting the lowest and most responsive bid at \$47,868.85. The project is estimated to be completed by the end of December 2021 and will be paid for from street maintenance funds, allocated in the 2021 CIP, and carried in the Capital Improvement Fund.

Ms. Smith confirmed that this section of sidewalk along 51<sup>st</sup> Street was identified in the previous sidewalk inventory as one of the worst in the City.

Councilmember Flora recommended a contract with G-B Construction for sidewalk repairs for the 51st and Dearborn Sidewalk Repair Project in an amount not to exceed \$47,868.85 be forwarded to Council for approval. She recommended that because of the neighborhood interest, and the cooperation and efforts to save existing trees, this item should be highlighted during the Council meeting. All on the Committee agreed, this will be on the regular agenda.

## Parking Ordinance

Ms. Duran reported that there are numerous “no parking” signs installed on streets and the signs are not uniform. It is costly to maintain signs and there is the potential for drivers to ignore signs that may be considered excessive or unnecessary. Additionally, Staff receives a number of requests to either remove or add additional signs; therefore, there is a need to establish design and operating guidelines and procedures for parking/no parking signs that are clear and consistent. In order to address these concerns, staff presented several recommendations as part of a Discussion Item during the October 6, 2021 CDC Committee meeting. Based on the consensus expressed in October, staff took the comments provided and is now recommending final action by the Council to revise the appropriate sections of the Municipal Code as well as adopt and implement a “Parking Sign Design Guidelines and Operating Procedures” for residential streets.

### **Prohibited Parking on Main Trafficways**

Staff has prepared an ordinance to prohibit parking on main trafficways as well as certain main trafficway connections. The ordinance also revises the streets listed as main trafficway connections. This would restrict parking on these higher volume streets and allow enforcement regardless of whether “no parking” signs are posted. “No parking” signs would still be allowed to be posted on these streets and other streets not listed in the ordinance if parking continues to be an issue. The intent is to reduce the number of unnecessary signs (i.e., sign pollution) and reduce the maintenance costs associated with these signs.

The main trafficways included are Broadmoor St., 56th St. to 61st St.; Foxridge Dr., within City limits; Johnson Dr., within City limits; Lamar Ave., within City limits; Martway St., within City limits; Metcalf Ave., within City limits; Nall Ave., within City limits; Roe Ave., within City limits; Roeland Dr., within City limits; 51st St., within City limits; and 63rd St., Nall Ave. to Roe Ave. Staff reevaluated 67th St. and determined it could be removed from the list since the street has appropriate width for parking on both sides of the street. Staff also assessed the addition of 55th street but found it did not need to be included as there is enough parking space on both sides.

### **Parking Within Residential Areas**

The “Parking Sign Design Guidelines” recommends a set of operating procedures and includes the following:

- Parking will be prohibited on streets if there is a clear and present safety or operational issue present as determined by Staff (i.e., site distance restriction, etc.).
- “No parking” signs will be posted on specific sides of the street based on street width:
  - 26.0’ Or Greater Street Width: Parking allowed on both sides of the street
  - 22.0’ to 24.0’ Street Width: Parking restricted on one side of the street
  - 20.0’ Or Less Street Width: Parking restricted on both sides of the street

- In residential areas where there are large traffic generators adjacent to residential streets (i.e., parks, schools, businesses, multi-family, etc.), residents may submit a petition for addition or removal of “no parking” signs. The petition must be approved by over 50% of the homeowners along any affected street segment.

Staff plans to implement a pilot study to assess the effectiveness of the petition process included in the proposed design guidelines. Once this pilot study is completed, Staff will present the results at a future City Council meeting.

Councilmember Kring asked if the streets that are shared with neighboring cities have similar signage. Ms. Duran replied that it depends on the city specifically. Councilmember Kring also asked, and Ms. Duran confirmed, that 56th Street will be assessed for signage.

Councilmember Davis recommended an ordinance to prohibit parking on main trafficways and specific connections as well as approve the proposed design guidelines for “no parking” signs on residential streets be forwarded to Council for approval. All on the Committee agreed, this will be on the regular agenda.

### **Mohawk Park Final Design**

Mr. Almoney explained that in November 2019, the City contracted with Confluence and SFS Architects to conceptually redesign the entire layout of Mohawk Park as part of an overall conceptual park planning process. The conceptual redesign had significant input from a citizen stakeholder committee, the Parks, Recreation + Tree Commission, and from two public meetings. In September 2021, Council approved the 2022-2026 Capital Improvement Program (CIP) which included a project in 2022 to add restrooms and a pavilion to Mohawk Park. Since Council’s budget approval, the Land and Water Conservation Fund awarded Mission \$394,560.00 in grant funding for the design and construction of the restroom amenity. This grant reimburses the City for paid expenses and is available immediately.

The next step is the final design and developing construction documents for bidding. This will finalize construction plans and detailed specifications for the performance of construction work like engineering, utility placement and an estimate of cost. Staff has requested SFS to include a bid alternate to relocate the parking lot as a part of the project. This will give the Council the opportunity to evaluate the feasibility of accomplishing better overall connection and alignment for future improvements should the bids come in favorably.

SFS Architects has provided the amount of \$127,500 for design, engineering, bidding and procurement and construction administration services for Mohawk Park and \$7,500 in estimated reimbursable expenses for a total estimated cost of \$135,000. This project will be paid for from the Outdoor Park Systems Improvements budget identified in the Parks and Recreation Capital Improvement Plan which is funded by Parks and Recreation Sales Tax revenues.

Councilmember Flora asked if the eight month timeline for construction commencement was accurate. Mr. Almoney replied that originally it had been set for about six months but there have been delays in supply chains, resulting in the potential to extend the deadline. Staff and SFS understand the desire to move to construction as quickly as possible and will focus efforts throughout the process to reduce the timeline where appropriate. Councilmember Flora noticed a price difference in the dollar amounts given for the construction of the restroom and pavilion. Ms. Smith explained that the numbers provided are high-level order of magnitude costs only. Final cost estimates will be secured through the bidding and contract award process.

Councilmember Boultinghouse asked if any of the materials salvaged during the demolition phase could be repurposed. Mr. Almoney replied that some of the materials are deteriorating or not in salvageable condition, however, it could be vetted with residents to see if anyone would be interested in the other usable materials.

Councilmember Davis recommended a contract with SFS Architects for final design services for Mohawk Park Phase 1B (restroom and pavilion) in an amount not to exceed \$135,00.00 be forwarded to Council for approval. All on the Committee agreed, this will be on the regular agenda.

### **Discussion Items**

#### **Snow Plan**

Mr. Morton reported on the City's 2021-2022 snow removal plan. Snow removal is an essential service provided by the City. In order to keep services functioning and the traveling public safe, snow removal services are performed by the Public Works department for streets, public facilities, trails, and parks. The following updates were provided:

- Fully staffed with five people per each crew
- 12-hour shifts: 7:00am-7:00pm and 7:00pm-7:00am, new shifts monthly
- Staff has a two-hour window to come in if there is an unexpected snow/ice storm
- Crews will apply salt/ice melt if temperatures are below freezing
- When snow/ice become mainly slush then they will plow
- Pre-treatment of the roads will take place if there is a possible storm
- Main streets will be completed first, followed by numbered streets (East/West) and named streets (North/South)
- Public Works is responsible for removing snow from the on-street parking areas adjacent to Johnson Drive and Broadmoor St in the Downtown District
- Snow is plowed to each end of the parking areas in order to accommodate as much parking as possible
- Once snow accumulates to the point that sight is impaired, snow is loaded onto trucks and transported to a City lot for storage
  - These activities are done at night for the safety of staff and motorists
- Public Works does not remove snow from the sidewalks
- Snow removal on sidewalks remains the responsibility of the adjacent property owner

Councilmember Davis commented that after discussions with Mission Square Apartments, they were concerned about the walkway to Hy-Vee as their residents utilize that pathway frequently and it is not always cleared of snow. Mr. Morton explained that is considered a trail and would be handled by Public Works. Councilmember Davis suggested working with Johnson County on making sure their portions of the sidewalks are cleared.

Councilmember Davis thanked Mr. Morton for all the hard-work every year on keeping the streets cleared. Mr. Morton was appreciative and knows the crews are grateful for the new and updated equipment.

### **Department Updates**

The Department Updates we presented under the Finance and Administration Committee.

### **Meeting Close**

There being no further business to come before the Committee, the meeting of the Community Development Committee adjourned at 7:05 p.m.

Respectfully submitted,

Audrey M. McClanahan  
City Clerk

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	December 8, 2021
<b>PUBLIC WORKS</b>	From:	Brent Morton

Action items require a vote to recommend the item to full City Council for further action.

**RE:** 2022 Mowing Services Contract

**RECOMMENDATION:** Approve the renewal and extension of the mowing services contract with Kansas Land Management (KLM) for 2022 mowing services in the amount of \$72,838.

**DETAILS:** Since 2010, the regular mowing of City parks, facilities, and other public grounds has been performed as a contracted service. The decision was made to contract this service for both cost savings and the reallocation of time for Public Works staff.

Cost savings are realized by not having the capital expenditures and maintenance cost of equipment required to maintain 60+ acres of public space. The number of employees dedicated to this service also drove the cost higher as seasonal workers were utilized in the summer months for the sole purpose of mowing.

Reallocation of time has been another benefit to contractual mowing. Staff time can be utilized to perform core Public Works tasks such as street repair and stormwater maintenance.

The current contract includes approximately 60 acres of public green space. Initially, the contract included park space and city-owned lots. Over time, the contract has been expanded to cover other spaces such as KDOT right-of-way, guardrail mowing and trails. The frequency of mowing ranges from weekly to monthly depending on the area being maintained. For instance, parks are mowed on a weekly basis while KDOT areas are mowed once a month.

The City last bid the mowing contract for the 2020 season. Kansas Land Management (KLM) was awarded the contract for one year, with an option to renew in yearly increments through 2022, at an amount not to exceed 3% annually. Due to the rising costs of personnel and fuel, KLM is requesting a 5% cost increase for 2022 (an increase of \$4,078) which results in a total annual cost of \$72,838.

The 2022 contract price also includes the addition of one new mowing location at 5122 W. 60th Terrace, which is a city-owned lot purchased for the Rock Creek project (total

Related Statute/City Ordinance:	NA
Line Item Code/Description:	01-20-212-06 Service Contracts
Available Budget:	\$230,000

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	December 8, 2021
<b>PUBLIC WORKS</b>	From:	Brent Morton

Action items require a vote to recommend the item to full City Council for further action.

cost of \$640). This is the first price increase KLM has requested since the contract was approved for 2020 mowing services. Staff is recommending approval and extension of the 2022 mowing contract with KLM in an amount not to exceed \$72,838.

<b>2022 Mowing Services</b>	<b>Total Cost</b>
2021 Kansas Land Management	\$68,760.00
2022 Kansas Land Management	\$72,838.00

**CFAA CONSIDERATIONS/IMPACTS: NA**

Related Statute/City Ordinance:	NA
Line Item Code/Description:	01-20-212-06 Service Contracts
Available Budget:	\$230,000

# Kansas Land Management

23751 W 82<sup>nd</sup> Terrace  
Shawnee, KS. 66227

On March 20, 2019, a Contract Agreement was executed between the City of Mission, Kansas and Kansas Land Management (KLM) for mowing services for 2020. The contract included mowing 57.2 acres and 4,438 feet of trails for a total cost of \$68,760. This contract included the option to renew for additional one-year terms through 2022 with an annual unit cost increase not to exceed 3%.

For 2022, the City has requested the addition of one mowing location at 5122 W. 60<sup>th</sup> Terrace. Due to rising costs in personnel and fuel, we are requesting a 5% increase for 2022 mowing services. Please note that there have been no cost increases requested since the original Contract Agreement approved in 2020.

The breakdown of costs proposed for 2022 mowing services is provided as follows:

<b>Mowing Services</b>	<b>Total Cost</b>
Original 2020 Contract Cost	\$68,760
Addition of 1 Location (\$20/lot x 32)	\$640
5 percent increase for 2022	\$3,470
<b>TOTAL COST (2022 Mowing Services)</b>	<b>\$72,870</b>

## KANSAS LAND MANAGEMENT

By:   
Paul Wible

By signing below, the City agrees to extending the contract effective date through 2022 at a total cost of \$72,870.

## CITY OF MISSION, KANSAS

By: \_\_\_\_\_  
Sollie Flora, Mayor

<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	December 8, 2021
<b>Parks + Recreation</b>	From:	Penn Almoney

Action items require a vote to recommend the item to the full City Council for further action.

**RE:** Andersen Park Tennis Courts Replacement

**RECOMMENDATION:** Approve the bid from McConnell & Associates in an amount not to exceed \$340,846.00 for tennis court surface, lights, seating and perimeter fencing demolition and replacement at Victor X Andersen Memorial Park.

**DETAILS:** There are two tennis courts located in Victor X Andersen Memorial Park which were originally installed in the 1960's and refurbished in 1978. They have been well used through the years, and have been damaged by UV deterioration, oxidation, and surface separation/cracking due to grading and asphalt degradation. The freeze and thaw cycle, along with hydrostatic pressure, have also contributed to the deterioration of the courts.

There is an expansion joint down the center of large, flat surfaces to allow for temperature related shifts. The expansion joint on the Andersen Park courts has increased from 1/8 inch to 4-5 inches. In addition to creating a tripping hazard, the weight of the stationary side is no longer helping to keep the entire slab from shifting, meaning the separation will only continue to worsen in the future.

Also, the perimeter lighting does not evenly light the courts or meet energy efficiency standards which have changed over the last 40 years. The perimeter fencing is oxidizing and leaning. In Spring 2021, City staff trenched in front of the tennis court entrance to limit the amount of standing water. However, there is significant asphalt deterioration which creates a gravel entrance to the courts, no matter how frequently the asphalt is swept and removed.

The tennis post net-tensioners were straightened and anchored in new concrete in 2018 at a cost of \$3,200. That project allowed for a consistently level net which extended the playable life of these tennis courts and was an essential short-term solution.

In the 2020 Parks + Recreation Capital Improvement Program (CIP), \$100,000 was budgeted for tennis court improvements. However, once firms evaluated the courts and noticed significant deficiencies, the project scope and budget were adjusted for

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$295,000.00

<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	December 8, 2021
<b>Parks + Recreation</b>	From:	Penn Almoney

Action items require a vote to recommend the item to the full City Council for further action.

the additional improvement work. The project budget was increased to \$295,000. The current scope of work includes:

- Tennis court rebuild with post-tension concrete.
- Remove existing chain link fence, including posts, and haul offsite and install 10 feet black vinyl fence.
- Evaluate net posts/footings to determine best course of action in keeping, modifying or replacing.
- Apply new court surfacing.
- Upgrade lighting to a four (4) pole MUSCO LED Court lighting system.
- Install a Shade System bench, between the courts, at the net line or two locations at opposite and next to the court entrance.

Sixteen vendors were solicited for the project. Several elected not to repond or opted out of the bid process. The vendor responses are summarized in the table below:

<b>Company</b>	<b>Bid Amount</b>
Primetime Contracting Corp.	\$540,780.00
<b>McConnell &amp; Associates</b>	<b>\$340,846.00*</b>
Multicrete LLC	\$321,000.00
Precision PCC Sports	\$350,398.31
ATG Sports	Interested, but did not submit bid
Bryde Sports, Tennis Courts Unlimited, Tandem Paving, Asphaltic Surfaces	Opted Out
Renner Sports, Hellas Construction, Gerald Perry Tennis, Hamptons Tennis Company, Courts Unlimited, Midi-American Courtworks, Vee-jay Cement Contracting Company	No Response

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$295,000.00

<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	December 8, 2021
<b>Parks + Recreation</b>	From:	Penn Almoney

Action items require a vote to recommend the item to the full City Council for further action.

\*The bid included in the packet from McConnell & Associates includes an additional \$19,221 for a bid alternate for a concrete viewing pad. They anticipated pouring a pad to accommodate bleacher seating which is not necessary for these courts. Staff has requested a revised proposal which will remove this bid alternate and reflect the recommended total of \$340,846.

There are three specific improvements considered best practices in the tennis court industry: post tension concrete, LED lighting and shaded seating. The advantages of each are outlined below:

- A post tension slab is a concrete slab with steel cables running through it that have been placed under 33,000 +/- pounds of tension. This tension makes the concrete slab and foundation much stronger than concrete without reinforcement and helps reduce cracking. This system is especially effective where known foundation deficiencies existed previously.
- MUSCO LED court lighting system will reduce the number of lights and decrease the light spill. Light spill can be minimized by the use of appropriate luminaires and their location, height and aiming. This is particularly important as the courts are adjacent to several single-family residences.
- Shaded seating is included to provide consistent air flow, cooler temperatures, invite the use of amenities during hot and sunny days, protect players or spectators from harmful UV rays, provide a staging area to prepare and conclude matches and add to the court's aesthetic. Having an option to rest, out of the sun, is imperative through summer but it also acts as a clear and inviting waiting queue for users.

Delaying this project throughout the pandemic has resulted in increases in labor, supplies and delivery fees since original bids were solicited and budgeted. Staff has evaluated opportunities to reduce costs but there does not appear to be any recourse, aside from completing the project sooner, since construction costs are continually increasing.

Staff recommends accepting the bid from McConnell & Associates in an amount not to exceed \$340,846. Multicrete LLC had a lower bid but initially did not include fencing. They submitted an adjusted bid on Monday, November 29. Staff is concerned with the extensive list of exclusions in the submitted bid along with the additional mobilization costs of \$2,500 per visit beyond the first. Staff followed up with Multicrete LLC to discuss those concerns and confirmed that no perimeter wall would be installed to

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$295,000.00

<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	December 8, 2021
<b>Parks + Recreation</b>	From:	Penn Almoney

Action items require a vote to recommend the item to the full City Council for further action.

'finish' the look. Staff would also be responsible to correct landscape and earthwork damage along with tying into the sidewalk and parking lot to meet ADA accessibility standards.

McConnell & Associates guarantees all construction and workmanship for 1 year from the date of completion. Installing this industry-standard surface requires preventive maintenance which includes applying 3 coats of paint/court striping every 6 – 7 years. It is important to note that hair line cracks will appear over time, but with the proper maintenance, the anticipated lifespan of these tennis courts is 30+ years.

The tennis court project is over budget based on the conditions identified above. Recognizing the importance of this project, staff evaluated other projects budgeted in the 2022 Parks + Recreation CIP to identify potential savings to address the overage. These savings are identified in the table below:

<b>Project</b>	<b>Budget</b>	<b>Adjusted Budget</b>	<b>Savings</b>
PCC Underground Electrical for Parking Lot	\$17,000	\$0	\$17,000
MFAC Water Pressure Relief Valve	\$15,000	\$5,000	\$10,000
<b>Total Savings Available</b>			<b>\$27,000</b>

The project is still over budget by \$18,846, but as a result of staff's work on the 2021 cardio equipment lease program, annual savings of \$24,000 will be realized for each of the next three years.

McConnell & Associates can begin as early as late February, pending weather conditions. Lights, fence and surface preparations are estimated at 3-4 weeks followed by a 30-day concrete cure time. Lights, fencing and ADA accessible walkways and ramps would be installed during the concrete cure period. The final stage of painting

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$295,000.00

<b>City of Mission</b>	Item Number:	3.
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<b>Parks + Recreation</b>	From:	Penn Almoney

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the concrete and striping would conclude the project by the end of May, weather and supply chain logistics permitting. The updated courts would then be available for the summer and fall months.

Project improvements will be paid from the Park Systems Improvements budget identified in the Parks + Recreation Capital Improvement Plan which is funded by Parks + Recreation Sales Tax revenues.

**CFAA CONSIDERATIONS/IMPACTS:** Repair and replacement of aging amenities keeps facilities safe, efficient and allows residents and visitors to engage as a community within dynamic facilities.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$295,000.00



**PROPOSAL**

Bid ID Number:46096

Date:10/21/2021

1225 Iron - North Kansas City, Missouri 64116 - Office (816) 842-6066 - Fax (816) 842-1638

<p><b>Bid Submitted To:</b></p> <p>City of Mission, Kansas 6200 Martway Street Mission, KS 66202</p> <p><b>PHONE:</b> (913) 676-8350      <b>FAX:</b></p> <p><b>CONTACT:</b> Penn Almoney</p>	<p><b>Job Proposed:</b></p> <p>Andersen Park - TC Replacement 5930 W. 61st Street Mission, KS 66202</p>
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Description	Quantity	Units	Net Price
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**Tennis Court Rebuild - Post-Tension Concrete**

FENCE:  
Remove existing chain link fence, including posts, and haul offsite  
Supply and install 10ft tall Black Vinyl fence  
- 4" terminal posts and 3" lines posts  
- 1 3/4" Chain Link mesh  
- Top Rail and Bottom Tension Wire

NET POSTS:  
\* Net post footings were replaced in 2018. MAC plans to weld a steel sleeve extension onto existing net post sleeve.

POST-TENSIONED TENNIS COURT OVERLAY: 13,203 SF

- Remove existing tennis net posts
- Laser grade 7" of rock over existing court surface and compact
- Install 12" reinforced perimeter beam
- Install net posts and center anchor footings
- Set perimeter forms
- Install (2) layers of vapor barrier on top of base rock, taping all seams.
- Layout and install 1/2 Tensioning Cables and Anchors in each direction with encapsulated hardware.
- Install and finish a 5" thick post tension slab and perimeter beam using a minimum of 4,000psi concrete
- Finished concrete shall be sloped per USTA and ASBA standards.
- Once slab has reached designed strength, cables will be tensioned to obtain a minimum residual compressive stress of 125 psi.
- Cables will be cut and finished
- Cure concrete per ACI Standards

THERE IS A MINIMUM 28 DAY CURE TIME FROM CONCRETE PLACEMENT TO THE APPLICAITON OF COURT SURFACING.

Color Coating: 1,467 SY  
Apply (2) Coats of Acrylic Resurfacer at a rate of .06 gallons per square yard per coat.  
Apply (2) Coats of Acrylic Color Coatings at a minimum rate of .05 gallons per square yard per coat.  
Layout and Paint Playing lines per USTA standards.

Total Post Tension Overlay Courts: \$220,296.00



**PROPOSAL**

Bid ID Number:46096

Date:10/21/2021

1225 Iron - North Kansas City, Missouri 64116 - Office (816) 842-6066 - Fax (816) 842-1638

<p><b>Bid Submitted To:</b></p> <p>City of Mission, Kansas 6200 Martway Street Mission, KS 66202</p> <p><b>PHONE:</b> (913) 676-8350      <b>FAX:</b></p> <p><b>CONTACT:</b> Penn Almoney</p>	<p><b>Job Proposed:</b></p> <p>Andersen Park - TC Replacement 5930 W. 61st Street Mission, KS 66202</p>
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Description	Quantity	Units	Net Price
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<p>Add Alternate 1: Musco Lighting (High Mast) - Supply and Install a (4) Pole Musco LED Court Lighting system *** No adjustment needed to the East Sidewalk</p>	<p>\$102,655.00</p>
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<p>Add Alternate 2: Court Shaded Players Bench - Supply and install a ShadeSystems shaded bench between the courts at the net line.</p>	<p>\$17,895.00</p>
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- EXCLUSIONS:
- \*Permits and Testing.
  - \*Utility relocation including sprinkler repair.
  - \*Seeding or sodding.
  - \*Any items not listed above.

Note: Although all precautions(reinforcement, control joints and approved mix designs) are taken to ensure a crack free product, there is no expressed or written warranty covering hairline shrinkage cracks along with spalling concrete due to the use of salts & de-icers.

The property owner or owners agent is responsible for having vehicles removed from the work area prior to 7:00am and on; notification of trades, tenants, etc.; towing of vehicles is the responsibility of the above mentioned. If the crew must return to the site in order to complete the job, a trip charge will be billed.

<b>Total All Work:</b>	<b>\$340,846.00</b>
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**PROPOSAL**

Bid ID Number:46096

Date:10/21/2021

1225 Iron - North Kansas City, Missouri 64116 - Office (816) 842-6066 - Fax (816) 842-1638

<p><b>Bid Submitted To:</b></p> <p>City of Mission, Kansas 6200 Martway Street Mission, KS 66202</p> <p><b>PHONE:</b> (913) 676-8350      <b>FAX:</b></p> <p><b>CONTACT:</b> Penn Almoney</p>	<p><b>Job Proposed:</b></p> <p>Andersen Park - TC Replacement 5930 W. 61st Street Mission, KS 66202</p>
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NOTICE TO OWNER: FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMO. TO AVOID THIS RESULT YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.

**PAYMENT and COLLECTION:** Payment is due upon receipt of Company's invoice. If Company provides this agreement/proposal/bid to an attorney for enforcement of its terms including but not limited to collection of amounts due, you agree to pay all expenses and cost, including but not limited to attorney's fees incurred by Company in such enforcement or collection. In the event all sums are not paid when due, all unpaid sums shall bear interest at the (18%) per annum until paid in full.

**Acceptance of Proposal**

***The above prices, specifications and conditions are satisfactory, and are hereby accepted.***

Signature: \_\_\_\_\_

Name & Title (Please Print): \_\_\_\_\_

Date Accepted: \_\_\_\_\_

\_\_\_\_\_  
Mike Mehaffey

**NOTES: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS.**

<b>City of Mission</b>	Item Number:	4.
<b>ACTION ITEM SUMMARY</b>	Date:	December 8, 2021
<b>ADMINISTRATION</b>	From:	Laura Smith/Brent Morton

Action items require a vote to recommend the item to the full City Council for further action.

**RE:** Resolution ratifying the emergency expenditure of funds to perform stormwater repairs on Beverly Lane south of 56<sup>th</sup> Street.

**RECOMMENDATION:** Approve the Resolution ratifying the emergency expenditure with G-B Construction for emergency repairs to the storm sewer on Beverly Lane, just south of 56<sup>th</sup> St., in an amount not to exceed \$36,560.

**DETAILS:** Staff recently observed settlement in the pavement of Beverly Ln. just south of 56th St. over a section of 36-inch corrugated metal pipe (CMP). The bottom of the pipe had rusted out and the backfill was seeping into the pipe which caused the settlement. This section of pipe is rated a "3" (fair) in the City's stormwater inventory based on inspection and ratings performed in 2009.

Following observation of the settlement, Staff contacted two contractors who have recently performed emergency stormwater repairs within the City of Mission (Kissick Construction and G-B Construction) to provide an estimate for repair. G-B Construction submitted the low and most responsive bid in the amount of \$36,500. The scope of work included demolition, replacement of the 36-inch CMP with 36 feet of 36-inch reinforced concrete pipe (RCP) and one curb inlet top, pavement and curb repair, and site restoration.

In accordance with Section 120.140 (5) of the Mission Municipal Code, the City Administrator authorized the emergency repair of the stormwater pipe on November 8, 2021 and now is seeking ratification of that emergency expenditure by the City Council.

**CFAA CONSIDERATIONS/IMPACTS:** N/A

Related Statute/City Ordinance:	Mission Municipal Code Section 120.140 (5)
Line Item Code/Description:	Stormwater Utility Fund
Available Budget:	\$279,522.00

**CITY OF MISSION  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF MISSION, KANSAS RATIFYING THE EMERGENCY EXPENDITURE OF FUNDS TO COMPLETE STORMWATER REPAIRS ON BEVERLY LANE JUST SOUTH OF 56<sup>TH</sup> STREET.**

WHEREAS, Staff recently observed settlement in the pavement of Beverly Lane just south of 56<sup>th</sup> Street over a section of 36-inch corrugated metal pipe (CMP); and

WHEREAS, the bottom of the CMP pipe was rusted and backfill was seeping into the pipe causing the pavement settlement; and

WHEREAS, the pavement settlement continues to worsen and will eventually result in a sinkhole in the pavement and a safety hazard to motorists if not repaired; and

WHEREAS, Staff contacted Kissick Construction Company (Kissick) and B-G Construction on October 13, 2021 to survey the area and provide cost estimates to repair the damaged pipe and pavement settlement; and

WHEREAS, Kissick and B-G Construction provided cost estimates and B-G Construction provided the lowest and most responsive bid in the amount of \$36,560 to complete the emergency repairs, which included the removal of 36 feet of 36-inch CMP and stormwater inlet top, replacement with 36-inch reinforced concrete pipe and one stormwater inlet top, pavement and curb repair, and site restoration; and

WHEREAS, in accordance with Section 120.140 (5) of the Mission Municipal Code the City Administrator authorized the emergency stormwater repairs on November 8, 2021 and is now seeking ratification of that emergency expenditure by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS:

**Section 1.** That the emergency expenditure with B-G Construction for stormwater repairs on Beverly Lane just south of 56<sup>th</sup> Street in an amount not to exceed \$36,560 is hereby ratified.

**PASSED AND APPROVED BY THE CITY COUNCIL** this 8th day of December 2021.

**APPROVED BY THE MAYOR** this 8th day of December 2021.

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Solana Flora, Mayor

ATTEST:

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Audrey M. McClanahan, City Clerk

**G-B CONSTRUCTION**  
**P.O.BOX 1305**  
**LOUISBURG, KANSAS 66053**  
**913/709-3101**  
**FAX 913/837-5241**

**BID**  
**DATE: 10/18/2021**

**JOB: Mission Emergency Storm Repair**  
**W 56th and Beverly Ln**

**PROPOSAL**

**WE RESPECTFULLY SUBMIT THE FOLLOWING PRICES FOR THE ABOVE PROJECT.**

ITEM#	DESCRIPTION	UNIT	BID QUANTITY	UNIT PRICE	TOTAL
<b>Base Bid</b>					
1	Demolition	LS	1	\$11,875.00	\$11,875.00
2	Install 36" RCP w/ Flowable Fill	LF	36	\$319.00	\$11,484.00
3	Install 6" Concrete Patch w/ 2" Asphalt	SF	400	\$14.20	\$5,680.00
4	Traffic Control (Street Plate Included)	LS	1	\$4,175.00	\$4,175.00
5	Install Curb Inlet Top	EA	1	\$1,050.00	\$1,050.00
6	Install Curb	LF	56	\$41.00	\$2,296.00
7	Restoration	LS	1	\$600.00	\$600.00
8	Connect to Inlet	EA	2	\$1,000.00	\$2,000.00
<b>BASE TOTAL</b>					<b>\$36,560.00</b>
<del><b>Alternate Bid</b></del>					
<del>1A</del>	<del>Demolition</del>	<del>LS</del>	<del>1</del>	<del>\$8,265.00</del>	<del>\$8,265.00</del>
<del>2A</del>	<del>Install 24" RCP w/ Flowable Fill</del>	<del>LF</del>	<del>48</del>	<del>\$160.45</del>	<del>\$7,701.60</del>
<del>3A</del>	<del>Install 6" Concrete Patch w/ 2" Asphalt</del>	<del>SF</del>	<del>300</del>	<del>\$12.50</del>	<del>\$3,750.00</del>
<del>4A</del>	<del>Traffic Control (Street Plate Included)</del>	<del>LS</del>	<del>1</del>	<del>\$2,500.00</del>	<del>\$2,500.00</del>
<del>5A</del>	<del>Install Curb</del>	<del>LF</del>	<del>40</del>	<del>\$41.00</del>	<del>\$1,640.00</del>
<del>6A</del>	<del>Restoration</del>	<del>LS</del>	<del>1</del>	<del>\$400.00</del>	<del>\$400.00</del>
<del>7A</del>	<del>Connect to Inlet</del>	<del>EA</del>	<del>2</del>	<del>\$1,000.00</del>	<del>\$2,000.00</del>
<del><b>ALTERNATE TOTAL</b></del>					<del>\$26,256.60</del>
<b>TOTAL</b>					<b>\$62,816.60</b>

<b>City of Mission</b>	Item Number:	5.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	December 8, 2021
<b>Parks + Recreation</b>	From:	Penn Almoney

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

**RE:** Community Center Feasibility Study

**DETAILS:** Prior to the COVID-19 pandemic, the Powell Community Center (PCC) was consistently achieving an annual cost-recovery rate (excluding capital expenses) of 75-80%. Due to the impacts of closures, gathering limitations and a general sense of caution, the cost-recovery rate was 34% in 2020. The facility is on track to perform similarly in 2021.

This level of cost-recovery has a ripple effect throughout the City budget and is not sustainable in the long-term. During the 2022 budget process, the City Council approved \$40,000 in funds to complete a feasibility study in an effort to prevent the unintentional use of General Fund resources.

In mid-November, staff distributed an RFP online, posted the process in The Legal Record, and solicited Ballard, King & Associates, Wiese Research Group and Pros Consulting. The RFP seeks recommendations from qualified firms in determining the viability of operating the PCC in a way that meets the needs of the public as well as the future goals of the City Council. It also evaluates issues of resiliency and long-term success.

The RFP outlined several of Mission’s goals to help firms understand expectations for the work. Those included but will not be limited to:

- Review revenues and expenses, subsidies, and areas for revenue recovery.
- Determine the most effective use of personnel, including the distribution between full-time and part-time staff, and corresponding pay rates.
- Develop a reasonable timeline of feasibility study completion.
- Determine the most effective and efficient operational standards such as hours of operation, best use of available rooms, etc.
- Affect patrons, staff and facility operations as little as possible during the study process.
- Respond to the question, “Do we operate the Powell Community Center similar to our current standard, adopt a partner organization or significantly adjust operations to meet trends and demands?”

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	
Available Budget:	\$40,000.00

<b>City of Mission</b>	Item Number:	5.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	December 8, 2021
<b>Parks + Recreation</b>	From:	Penn Almoney

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

Firms are expected to facilitate the initial data gathering, meet with stakeholders, conduct the analyses and conclude with recommendations supported by data. Responding firms are also encouraged to be creative and innovative in evaluating any and all appropriate uses for the facility, including reuse of all or a portion of the building for non-parks related programs or services.

The RFP was distributed on November 10 with responses due on December 10. Following the submission deadline, staff will begin reviewing qualifications and recommend a firm(s) for contract award at the January 5, 2022 Community Development Committee meeting.

**CFAA IMPACTS/CONSIDERATIONS:** The programs, rentals spaces and activities at the Powell Community Center provides opportunities for individuals of all ages to maintain and improve their health and overall quality of life.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	
Available Budget:	\$40,000.00



**City of Mission  
Request for Proposal  
Community Center Feasibility Study  
#21-03**

The City of Mission is requesting proposals from qualified and experienced firms and/or individuals to provide comprehensive services related to a feasibility study for the operations and continued investment in the Sylvester Powell, Jr. Community Center in Mission, Kansas.

**Background:**

Mission Parks + Recreation Department operates the 80,000 square foot Sylvester Powell, Jr. Community Center (Powell Community Center), the Mission Family Aquatic Center, 8 citywide parks and the Rock Creek Trail along with activities as a part of its comprehensive Parks + Recreation service delivery model.

The Powell Community Center was constructed in 1999 and expanded in 2004, making it one of the oldest indoor recreation/community center facilities in the entire Kansas City metropolitan region. Increased competition from newer facilities, changing demographics, deferred maintenance at the Powell Community Center, and most recently continued impacts of the COVID-19 pandemic have impacted the operations and cost-recovery for the Center.

Current programs and services offered through the Powell Community Center include, but are not limited to, adult and senior fitness classes, aquatics classes and swim lessons, youth programs, summer camps, special events, day trips, memberships, etc. In the late 2000's a target cost-recovery percentage was established for the facility between 70-80% of annual operating expenses. The Powell Community Center achieved a cost-recovery rate of 34% in 2020 and is on track to perform similarly in the 2021 fiscal year.

Establishing and maintaining a target cost-recovery goal is important to ensure the operations of the Powell Community Center are not unintentionally taking resources from Mission's other operating departments or infrastructure priorities. The City is seeking recommendations from qualified firms to determine the viability and feasibility of operating the Community Center in a way that meets the needs of the public and the goals of the City Council.

**Summary:**

The City of Mission is seeking the services of a qualified firm or individual(s) to provide all labor, equipment, survey, analyses, and materials necessary for the feasibility study to include the following:

- Facilitate committee meetings, surveys, respondent feedback analysis

- Conduct a needs assessment
- Conduct a financial assessment
- Conduct a leased/rental space analysis
- Conduct a national and regional trend/demand analysis
- Conduct a demographic analysis
- Conduct a competitor analysis
- Provide revised organizational chart of staffing based on operational review, assessment and evaluation of facility programming, rental use, etc.
- Determine target demographic(s) and membership terms/ pricing

The selected firm will be required to perform the basic services described above, beginning with facilitating the initial data gathering, meeting with stakeholders, conducting the analyses and concluding with recommendations supported by data. Responding firms are encouraged to be creative and innovative in evaluating any and all appropriate uses for the facility, including reuse of all or a portion of the building for non-parks related programs or services.

The contract agreement will provide for the aforementioned services without guarantee of future contracts. It is the intention of the City of Mission to establish a working relationship that includes open lines of communication and assistance in determining the best use and operating standards of the Powell Community Center.

If necessary, the successful firm or individual(s) may independently retain the services of other professionals in order to provide the City with the services required for the project. The City reserves the right to approve consulting service providers contracted directly with the service provider.

**City of Mission Project Goals:**

Working in collaboration with the department’s full time staff, the City Administrator, and other identified stakeholder groups, the selected provider will work toward and measure efforts against the following goals:

- Review revenues and expenses, subsidies, and areas for revenue recovery.
- Determine the most effective use of personnel, including the distribution between full-time and part-time staff, and corresponding pay rates.
- Develop a reasonable timeline of feasibility study completion.
- Determine the most effective and efficient operational standards E.g. hours of operation, best use of available rooms, etc.
- Affect patrons, staff and facility operations as little as possible during the study process.
- Respond to the question, “Do we operate the Powell Community Center similar to our current standard, adopt a partner organization or significantly adjust operations to meet trends and demands?”

**Scope of Work + Deliverables:**

The City of Mission anticipates the contract services will include, but are not specifically limited to:

- € Facilitate committee meetings, surveys, respondent feedback analysis
- € Conduct a needs assessment
- € Conduct a financial assessment
- € Conduct a leased/rental space analysis
- € Conduct a national and regional trend/demand analysis
- € Conduct a demographic analysis
- € Conduct a competitor analysis
- € Provide revised organizational chart of staffing based on operational review, assessment and evaluation of facility programming, rental use, etc.
- € Determine target demographic(s) and membership terms/ pricing
- € Facilitate the initial data gathering
- € Meet with stakeholders
- € Conduct analyses and concluding recommendations
- € Include data to support final recommendations

### **Response Requirements:**

#### **1. Firm/ Individual(s) profile**

- a. Name of the business, contact person(s), and contact information: Provide address, telephone, mobile telephone number, email address, and web address, as applicable.
- b. Statement of ownership: Describe the type of business entity (sole proprietorship, corporation, LLC, or other)
- c. Disclose any actual or potential conflicts of interest with the City, its officers, agents, or employees.

#### **2. Qualifications**

- a. Provide a brief description of your firm, including its founding and history; number of employees; service areas; resources; and, awards or other forms of recognition.
- b. Provide a description of your work process.
- c. Describe your experience with other municipal agencies.
- d. Describe why and how your firm is uniquely positioned to serve as City of Mission's consultant for this project.

#### **3. Experience and ability to perform this work**

- a. Describe the approach your firm/you would undertake to successfully complete the tasks described in the Scope of Work.
- b. Provide examples of relevant work and current work volume, including specific experience working on Community Center feasibility studies.
- c. Provide a minimum of three (3) client references.

- d. Provide a list of personnel who would be assigned to City of Mission's work, along with their credentials and experience. Include any subcontractors who will be included in the project, along with similar information regarding personnel and experience.

#### **4. Pricing**

- a. Provide a schedule of fees for all relevant services described in the Scope of Work including ongoing consulting, management, and strategy development

#### **Award:**

The City of Mission reserves the right to alter the timing of the start of any work described above, to not proceed with some or all of the work, and to contract with more than one firm for services described within this RFP.

#### **Rights of Review:**

The City of Mission reserves the right not to award a contract for the RFP and will not reimburse the cost incurred by bidders who respond to this notice.

#### **Bonds and Insurance:**

The firm shall indicate in the RFP the ability to provide the following bonds and insurance coverage as well as limits. The City shall be named as additional insured.

Bonds- The firm shall be required to provide a Performance Bond.

General Liability Coverage- \$1,000,000 per occurrence and \$2,000,000 per project aggregate.

Automobile Liability Coverage- \$1,000,000 combined single limit.

Professional Liability Insurance- \$1,000,000 per occurrence.

Workers Compensation/ Employer's Liability- Insurance coverage for entire liability under state law.

#### **Contract Execution:**

The firm chosen will be required to enter into a contract with the City of Mission for the proposed work prior to commencement of any work. The firm chosen will also be required to provide a certificate of insurance demonstrating compliance with the minimum insurance requirements. The City reserves the right to negotiate the final terms and conditions of the contract to be executed. If the City and firm are unable to agree upon the contract, the City reserves the right to discontinue negotiations, select another firm or reject proposals outright. Upon completion of negotiations acceptable to the City and the firm, a contract shall be executed.

#### **Evaluation Criteria:**

Proposals will be evaluated based on but not limited to the following general criteria:

- ⊘ Demonstrated understanding of the requirements of this project
- ⊘ Project approach and schedule
- ⊘ Qualification and expertise of the firm and key personnel assigned to the project and their proven ability to efficiently complete similar projects

- ⊘ Current workload or clearly established capacity to complete scope of work on a qualitative, timely basis
- ⊘ Completeness of proposal
- ⊘ Any additional criteria considered relevant to the project

**Anticipated Selection Schedule:**

- |                     |                   |
|---------------------|-------------------|
| ⊘ RFP Distributed   | November 10, 2021 |
| ⊘ Proposal Due Date | December 10, 2021 |
| ⊘ Selection         | January 5, 2022   |

Questions regarding this RFP should be directed to Penn Almoney, Director of Parks + Recreation, 913.722.8210 or [palmoney@missionks.org](mailto:palmoney@missionks.org).

**Submission Details:**

Responses to the RFP must be delivered electronically to Mission Parks + Recreation by **5:00 PM CST on Friday, December 10, 2021**. Responses submitted after 5:00 PM CST will not be accepted. Responses must be submitted electronically via email to: [palmoney@missionks.org](mailto:palmoney@missionks.org) with “**RFP Community Center Feasibility Study #21-03**” in the subject line.

Submissions should consist of one (1) PDF document containing all of the requested information in the same order as the numbered Response Requirements listed above.