



## **POOL/RECREATION CENTER STEERING COMMITTEE AGENDA**

**April 26<sup>th</sup>, 2022**

***THE POOL/RECREATION CENTER STEERING COMMITTEE SHALL HOLD A MEETING IN  
THE COUNCIL CHAMBER IN THE CITY HALL, LOCATED AT 121 S. MERIDIAN STREET,  
BEGINNING AT 6:00 P.M.***

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES – Pool/Recreation Center Steering Committee  
Minutes – February 16<sup>th</sup>, 2022.**
- 6. UPDATED SALES TAX REVENUES**
- 7. NEW BUSINESS**
  - A. Discussion & Review of Request for Proposals (RFPs) Received
    1. Construction (CM) Services
    2. A/E Services
  - B. Discussion & Potential Action on Next Steps with RFPs
  - C. General Discussion
- 8. ADJOURN**

*All items listed on this agenda are potential action items unless otherwise noted. The agenda may be modified or changed at the meeting without prior notice.*

*At any time during the meeting, the Pool/Recreation Center Steering Committee may meet in executive session for consultation concerning several matters (real estate, litigation, non-elected personnel and security).*

*This is an open meeting, open to the public, subject to the Kansas Open Meetings Act (KOMA). The City of Valley Center is committed to providing reasonable accommodations for persons with disabilities upon request of the individual. Individuals with disabilities requiring an accommodation to attend the meeting should contact the City Administrator in a timely manner, at [bclark@valleycenterks.org](mailto:bclark@valleycenterks.org) or by phone at (316)755-7310 ext. 105.*

*For additional information on any item on the agenda, please visit [www.valleycenterks.org](http://www.valleycenterks.org) or call (316) 755-7310.*

Pool/Recreation Center Steering Committee  
February 16<sup>th</sup>, 2022  
Valley Center Community Center  
314 E. Clay Street

City Administrator Brent Clark called the meeting to order at 5:03 p.m. with the following members present: Matt Stamm, Danny Park, Roger Stewart, Janet O'Donnell, Neal Ownings, and Blake Peniston. Chris Evans joined at 5:19pm

Members Absent: Richard Ranzau, Andy Quandt, Cory Gibson, Sean Miller, and Melissa Fehrenbach

Public Attendees: Adam Dunn, Kyle Lang

**APPROVAL OF THE AGENDA**

Stamm moved to approve the agenda as presented, seconded by Stewart. Vote yea: unanimous. Motion carried.

**NEW BUSINESS-**

A. Discussion of Sales Tax Revenues

City Administrator Brent Clark gave a brief overview of the collection to date of the sales tax. The city had projected roughly \$33,333 per month and currently since collection began the city has been averaging roughly \$63,080.23 per month. The committee discussed how pleased they were with the results and hopes to potentially give the community a facility more of what they originally wanted with the increased revenues being received. No action was taken, discussion only.

B. Discussion and Potential Recommendation of Delivery Method

City Administrator Brent Clark introduced the topic and the potential three different delivery methods that should be explored including Design-Bid Build, Construction Management at Risk, and Design-Build. He then introduced representatives Brent Castillo, Mitch Binns, and Todd Dumle from McCown Gordon Construction to further elaborate on the topic. There was great discussion by the committee members expressing their own experiences with the various delivery methods. Kyle Lang from the public voiced his concerns about transparency with the different options and wanted to ensure the public input will be heard throughout the process. The committee reassured Mr. Lang that the community input was the top priority as it has been throughout the sales tax initiative. After further discussion on the three methods, Stamm made a motion to recommend the Construction Management at Risk (CMR) method to the City Council for approval, seconded by Park. Vote Yea: Unanimous. Motion carried.

C. Discussion on Overall Next Steps and Timeframes

City Administrator Brent Clark discussed the next steps with the committee. Also, he introduced a potential opportunity to locate the facility to another location other than Lions Park depending on a BASE Grant application to the State of Kansas. There will be additional information at a later date. The plan is now to present two Requests for Qualifications (RFQ) or Request for Proposals (RFP) for the CMR approach for the next City Council Meeting on March 1<sup>st</sup>, 2022. Tentatively, if requests are approved by council, then sometime in mid-April 2022 is when requests will be received back and scored by the committee. Hopefully, sometime in May/June 2022 is when council could take action on selecting firms to proceed forward with. After contracts are approved and signed is when the actual design of the facility will begin. Once design is underway hopefully construction plans can start being sent out in the Fall of 2022 with construction beginning early Spring 2023.

Stamm moved to adjourn, seconded by Stewart. Vote Yea: Unanimous.

**ADJOURN - Meeting adjourned at 6:22 PM.**

/s/ Brent Clark, City Administrator

**Sales Tax Revenue**

Date	Description	Actual Amount	Original Projection
5/24/2021	REVENUE	\$2,796.38	\$33,333.00
6/24/2021	REVENUE	\$50,133.74	\$33,333.00
7/27/2021	REVENUE	\$54,058.72	\$33,333.00
8/25/2021	REVENUE	\$54,420.12	\$33,333.00
9/27/2021	REVENUE	\$67,718.10	\$33,333.00
10/26/2021	REVENUE	\$63,900.01	\$33,333.00
11/24/2021	REVENUE	\$62,245.80	\$33,333.00
12/27/2021	REVENUE	\$82,796.90	\$33,333.00
1/26/2022	REVENUE	\$69,368.47	\$33,333.00
2/23/2022	REVENUE	\$76,323.21	\$33,333.00
3/28/2022	REVENUE	\$66,298.28	\$33,333.00
	<b>Totals</b>	<b>\$650,059.73</b>	<b>\$366,663.00</b>

**City of Valley Center - Pool/Recreation Center Committee**  
**CM Services Review & Scoring of Submitted RFP**

**Name:**

**Date:**

**Similar Project Experience (Max 15 points)**

- Experience with Rec Centers
- Experience with Aquatic Projects
- Experience with site plan layouts

<b>Dondlinger</b>		<b>Icon Structures</b>		<b>CB Construction</b>		<b>Hutton</b>		<b>McCown Gordon</b>		<b>Conco</b>
Score		Score		Score		Score		Score		Score

**CMAR Project Experience (Max 10 points)**

- Examples of applicable and relevant projects
- Experience with value engineering/owner savings
- Experience Guaranteed Max Price (GMP)

<b>Dondlinger</b>		<b>Icon Structures</b>		<b>CB Construction</b>		<b>Hutton</b>		<b>McCown Gordon</b>		<b>Conco</b>
Score		Score		Score		Score		Score		Score

**Company Personnel Experience (Max 15 points)**

- Key personnel experience with similar projects
- Examples of organization chart
- Experience with communicating data & technical analysis

<b>Dondlinger</b>		<b>Icon Structures</b>		<b>CB Construction</b>		<b>Hutton</b>		<b>McCown Gordon</b>		<b>Conco</b>
Score		Score		Score		Score		Score		Score

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**References from Projects (Max 15 points)**

- Demonstrates cost-effective project results
- Collaboration Experience with Committees
- Firm offers unique, custom, signature design features in their work

<b>Dondlinger</b>		<b>Icon Structures</b>		<b>CB Construction</b>		<b>Hutton</b>		<b>McCown Gordon</b>		<b>Conco</b>
Score		Score		Score		Score		Score		Score

**Understanding of Project Specifics (Max 10 points)**

- Firm's success with projects completed on time
  - Examples of timeline/schedules
- Examples of CMAR Services with other projects

<b>Dondlinger</b>		<b>Icon Structures</b>		<b>CB Construction</b>		<b>Hutton</b>		<b>McCown Gordon</b>		<b>Conco</b>
Score		Score		Score		Score		Score		Score

**Planning, Coordination & Safety Plans (Max 10 points)**

- Ability to overcome unique problems in planning
  - Quality of well coordinated projects
- Firms focus on safety efforts

<b>Dondlinger</b>		<b>Icon Structures</b>		<b>CB Construction</b>		<b>Hutton</b>		<b>McCown Gordon</b>		<b>Conco</b>
Score		Score		Score		Score		Score		Score

**Presentation Format, Information & Quality (Max 25 points)**

- Examples of applicable and relevant projects
- Clear representation of past experiences
- Proposal was presented in an effective way

<b>Dondlinger</b>		<b>Icon Structures</b>		<b>CB Construction</b>		<b>Hutton</b>		<b>McCown Gordon</b>		<b>Conco</b>
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Score		Score		Score		Score		Score		Score
<b>Total Points (Max 100 points):</b>										
<b>Dondlinger</b>		<b>Icon Structures</b>		<b>CB Construction</b>		<b>Hutton</b>		<b>McCown Gordon</b>		<b>Conco</b>
Score		Score		Score		Score		Score		Score

**City of Valley Center - Pool/Recreation Center Committee**  
**A/E Services Review & Scoring of Submitted RFP**

**Name:**

**Date:**

**Company Background (Max 25 points)**

- Experience and qualifications
- Ability to overcome unique problems
- Quality of completed projects
- Firm reputation

<b>SJCF</b>		<b>LK ARCHITECTURE</b>		<b>SFS ARCHITECTURE</b>		<b>ALLOY</b>		<b>HANNEY &amp; ASSOC.</b>
Score		Score		Score		Score		Score

**Experience with Similar Projects (Max 20 points)**

- Examples of applicable and relevant projects
- Experience with recreation centers
- Experience with lap pools
- Experience with zero depth pools

<b>SJCF</b>		<b>LK ARCHITECTURE</b>		<b>SFS ARCHITECTURE</b>		<b>ALLOY</b>		<b>HANNEY &amp; ASSOC.</b>
Score		Score		Score		Score		Score

**Experience of Project Team Working Together (Max 20 points)**

- Value engineering/owner savings for previous projects
- Examples of organization chart shown
- Data & technical analysis process
- Committee engagement process
- Engagement of community partnership & funding options

<b>SJCF</b>		<b>LK ARCHITECTURE</b>		<b>SFS ARCHITECTURE</b>		<b>ALLOY</b>		<b>HANNEY &amp; ASSOC.</b>
Score		Score		Score		Score		Score

**Public Sector Project Examples (Max 20 points)**

- Demonstrates innovative solutions
- Collaboration opportunities
- Firm offers unique, custom, signature design features in their work
- Firm's ability to demonstrate quality projects with respect to value.

<b>SJCF</b>		<b>LK ARCHITECTURE</b>		<b>SFS ARCHITECTURE</b>		<b>ALLOY</b>		<b>HANNEY &amp; ASSOC.</b>
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Score		Score		Score		Score		Score
<b>Knowledge of Codes &amp; Regulations (Max 15 points)</b> <ul style="list-style-type: none"> <li>· Firm's success with projects completed on time <ul style="list-style-type: none"> <li>· Examples of timeline/schedules</li> </ul> </li> <li>· Examples of A/E Services with other projects</li> </ul>								
<b>SJCF</b>		<b>LK ARCHITECTURE</b>		<b>SFS ARCHITECTURE</b>		<b>ALLOY</b>		<b>HANNEY &amp; ASSOC.</b>
Score		Score		Score		Score		Score
<b>Total Points (Max 100 points):</b>								
<b>SJCF</b>		<b>LK ARCHITECTURE</b>		<b>SFS ARCHITECTURE</b>		<b>ALLOY</b>		<b>HANNEY &amp; ASSOC.</b>
Score		Score		Score		Score		Score



## II. RFP SCHEDULE

The following schedule of events will be followed as closely as possible, allowing for minor variation as necessary:

EVENT	PROJECTED DATE
RFP reviewed by City Council	March 15 <sup>th</sup> , 2022
RFP released to Firms	March 16 <sup>th</sup> , 2022
Proposals Due (By 12:00 PM CDT)	April 15 <sup>th</sup> , 2022
Proposals Distributed to Pool/Rec Committee	April 20 <sup>th</sup> , 2022
Pool/Rec Committee RFP Review	Week of April 25 <sup>th</sup> , 2022
Firm Interviews w/Committee	Week of May 9 <sup>th</sup> , 2022
Consultant Interviews w/City Council	May 17 <sup>th</sup> , 2022
Consultant Selection	May 17 <sup>th</sup> , 2022
Draft Contract to Pool/Rec Committee	Week of May 30 <sup>th</sup> , 2022
Firms Contract to City Council	June 7 <sup>th</sup> , 2022
Notice to Proceed Issued to Firm	To Be Scheduled