

# Memorandum

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**Date:** June 10, 2010  
**To:** Members of the Main Street Monroe/Downtown Development Authority  
**From:** Andrea Jones, Main Street Manager  
**Re:** Parking Lot and Greenspace Conceptual Design Proposals

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Attached please find the revised RFP that was sent to those consultants that expressed interest in submitting proposals for the Parking Lot and Greenspace Conceptual Design project. In total, we received 14 proposals from a wide variety of firms. Rick Floraday, Patrick Lewis and I reviewed the proposals individually and narrowed the field to those who would receive further consideration. We then met to discuss the proposals and narrow the field down to three proposals for your consideration. As stated in Section 7 of the RFP, the evaluation criteria are:

- Understanding of Service;
- Qualifications of Team;
- Past Performance;
- Quality Assurance/Quality Control; and
- Cost.

Attached is a break down of all of the firms that submitted proposals with some basic information about their proposal and below is a listing of the pros and cons related to the evaluation criteria of those three firms that rose to the top of consideration (in no particular order). **All proposals are available for viewing in my office on Monday 8-4:30 and Tuesday 8-3:30.**

Mannik & Smith Group Inc.

- Understanding of Service was somewhat lacking. They submitted a concept plan (not required as part of the proposal) that did not reflect the intention of the RFP. However, they have an understanding of the history of the property and any issues that need to be taken into consideration.
- The team is highly qualified in sustainable development and first hand knowledge of the team's capabilities through past projects with the City of Monroe ensures that they are capable of conducting the needed analysis and design of the property. They can also deliver a full service bid package when needed.
- Past performance includes sustainable development and parking lots as part of large projects.
- A thorough Quality Assurance/Quality Control plan was submitted.

- At \$19,961.00, the proposal fits within the MSM/DDA budget set for this plan. They did not include the number of hours it would take them to complete the project.

#### The Hamilton Anderson Team

- They seemed to have an understanding of the project and laid out a detailed plan of approach.
- Due to knowledge of the team and information presented it is understood that they have the capabilities to design a unique parking and greenspace area. However, they do not have the capabilities to take the next step in the bid process.
- They have experience working on the City of Monroe Master Plan in addition to waterfront and combined parking lot and park areas.
- Though, they describe a Quality Assurance/Quality Control plan, it was not included in the proposal.
- At \$24,950, the proposal is over the MSM/DDA budget set for this plan.

#### Beckett & Raeder

- They had an understanding of services and detailed a thorough plan to address/consider many issues that may affect the design of the property.
- The team includes a parking consultant and knowledge of the team ensures that they have the ability to deliver a creative design after taking a broad based look at the property and issues. They can also deliver a full service bid package when needed.
- They have the most parking lot experience of the top three and possibly the majority of the proposals.
- There was not a noticeable Quality Assurance/Quality Control plan included in their proposal.
- At \$25,040.00, the proposal is over the MSM/DDA budget set for this plan.

It is recommended that the MSM/DDA Board review proposals for additional information. In order to continue this project within the existing timeframe, action should be taken at the June 16<sup>th</sup> MSM/DDA Board meeting.

Thank you.