

AGENDA
RAYTOWN PARKS & RECREATION BOARD
Monday, April 20, 2026 7:00 PM

Hosted in person at the Raytown Park Office
5912 Lane Ave, Raytown MO 64133

Or via Zoom Link:
<https://us06web.zoom.us/j/89600090416>

Meeting ID: 896 0009 0416

I. Call to Order

II. Public Participation

Approval of Minutes – March 16th, 2026

III. Reports of Officers

President – Brian Morris

Vice President – Jules Sneddon

IV. Reports of Standing & Special Committees

Personnel – Jourdan Price

Finance – Melina Alford

Program – Robbie Tubbs

Buildings & Grounds – Dave Thurman

Main Street- Robbie Tubbs

V. Staff Reports

Director – Dave Turner

Superintendent of Parks – Tony Mesa

Recreation- Connor O'Reilly

VI. New Business

1. Rice-Tremonti Update
2. Park-It KC contract & FIFA updates
3. Terry Copeland phase II project bid
4. Maintenance worker temp agency

VII. Other Business

VIII. Announcements

IX. Adjourn

- Next regular Meeting: May 18th, 7 PM at Raytown Parks office.

**Raytown Park Board
Minutes
March 16, 2026**

Attendance:

Park Board: Brian Morris, Robbie Tubbs, Jules Sneddon, Jourdan Price and Melina Alford attended in person and by Zoom- Dave Thurman, Rhonda Herring, Brent Hugh and Alderman Loretha Hayden.

Staff: Dave Turner, Tony Mesa, and Jonda DeMarco

A quorum was declared present, and the meeting was called to order at 7:01pm. Robbie Tubbs made a motion to approve the minutes from February 16, 2026 meeting. Jules Sneddon seconded, and the motion passed.

Reports of Officers:

President- no report

Vice President –no report

Reports of Standing & Special Committees:

Personnel – no report

Finance – no report

Program – no report

Buildings & Grounds – no report

Main Street – no report

Staff Reports:

Director – a written report was distributed

Superintendent of Parks – a written report was distributed

New Business:

1. 53 ST Connector Trail –discussion on connecting Rock Island Trail to Terry Copeland Park, best location that would allow future improvements to the park. No action is needed at this time.
2. Sculpture “Swirl” new location -Dave Thurman made a motion to have the Sculpture “Swirl” be placed at the main entrance at Kenagy Park. Jules Sneddon seconded and the motion passed.

Other Business:

Jules Sneddon discussed the recent bomb attempt at the Liberty Memorial and wanted Parks Staff to think safety for employees and citizens especially with upcoming FIFA World Cup.

Jules Sneddon made a motion to adjourn at 7:46pm. Jourdan Price seconded and the motion passed.

Please note: April meeting will be on April 20, 2026



Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 04/30/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION							
Revenue							
201-00-00-100-41205	Parks/Storm Water Capital Sales Ta	505,600.00	505,600.00	0.00	154,470.92	-351,129.08	69.45 %
201-00-00-100-46102	Investment Income	10,200.00	10,200.00	3,011.12	7,897.48	-2,302.52	22.57 %
201-00-00-100-46401	Miscellaneous Revenue	1,000.00	1,000.00	153.40	333.53	-666.47	66.65 %
201-92-00-000-42122	Credit Card Processing Fee	1,000.00	1,000.00	43.57	395.39	-604.61	60.46 %
201-92-00-100-41101	Real Estate Tax	569,102.00	569,102.00	0.00	507,612.74	-61,489.26	10.80 %
201-92-00-100-41102	Personal Property Tax	94,089.00	94,089.00	0.00	76,397.56	-17,691.44	18.80 %
201-92-00-100-41104	Delinquent Real Estate Taxes	12,000.00	12,000.00	0.00	7,933.01	-4,066.99	33.89 %
201-92-00-100-41105	Penalties	9,500.00	9,500.00	0.00	4,498.77	-5,001.23	52.64 %
201-92-00-100-41107	Railroad & Utilities Tax	18,500.00	18,500.00	0.00	3,685.80	-14,814.20	80.08 %
201-92-00-100-41108	Replacement Tax	30,000.00	30,000.00	0.00	33,218.87	3,218.87	110.73 %
201-92-00-100-41110	Circuit Breaker Refund	-1,000.00	-1,000.00	-130.56	-438.60	561.40	43.86 %
201-92-00-100-41111	Delinquent Property Tax Revenue	9,000.00	9,000.00	0.00	5,657.64	-3,342.36	37.14 %
201-92-00-100-43101	TRIM Grant	20,000.00	20,000.00	0.00	0.00	-20,000.00	100.00 %
201-92-00-100-46101	Interest Earnings	18,000.00	18,000.00	0.00	3,042.40	-14,957.60	83.10 %
201-92-00-100-46303	Gain on sale of Fixed Asset	0.00	0.00	0.00	1,700.00	1,700.00	0.00 %
201-92-00-100-47101	Ballfield Lights Fees	1,200.00	1,200.00	0.00	0.00	-1,200.00	100.00 %
201-92-00-100-47105	Shelter House Rental Fees	25,000.00	25,000.00	1,690.00	14,495.00	-10,505.00	42.02 %
201-92-00-100-47110	Sports Field Rental Fees	7,000.00	7,000.00	0.00	10,100.00	3,100.00	144.29 %
201-92-00-100-47116	Vending Machine-Kenagy	400.00	400.00	0.00	101.75	-298.25	74.56 %
201-92-00-100-47204	Team Sports League	18,000.00	18,000.00	275.00	2,490.00	-15,510.00	86.17 %
201-92-00-100-47220	Donations	11,000.00	11,000.00	3,000.00	3,910.00	-7,090.00	64.45 %
201-92-00-100-47425	Other Income	1,000.00	1,000.00	0.00	122.25	-877.75	87.78 %
201-92-00-725-43000	State Grants - TRIM	19,000.00	19,000.00	0.00	0.00	-19,000.00	100.00 %
201-92-00-754-43101	Federal Grant - Omnibus (SuperSpl	1,800,000.00	1,800,000.00	0.00	10,703.50	-1,789,296.50	99.41 %
201-92-00-755-43101	Federal Grant - Omnibus (Kenagy)	500,000.00	500,000.00	0.00	213,681.55	-286,318.45	57.26 %
	Revenue Total:	3,679,591.00	3,679,591.00	8,042.53	1,062,009.56	-2,617,581.44	71.14%
Expense							
201-00-00-100-59950	Operating Transfer - TIF EAT's	35,000.00	35,000.00	0.00	14,766.77	20,233.23	57.81 %
201-92-00-100-51102	Civilian Employees	491,160.80	491,160.80	19,299.84	227,550.84	263,609.96	53.67 %
201-92-00-100-51106	Part Time Employees	27,490.00	27,490.00	0.00	0.00	27,490.00	100.00 %
201-92-00-100-51111	Civilian Employees Overtime	9,840.93	9,840.93	93.62	1,708.88	8,132.05	82.63 %
201-92-00-100-51206	Life Ins	1,300.00	1,300.00	101.59	638.99	661.01	50.85 %
201-92-00-100-51212	Deferred Compensation - 401 A	4,093.62	4,093.62	158.87	1,936.41	2,157.21	52.70 %
201-92-00-100-51214	Civilian Pension - LAGERS	83,795.85	83,795.85	2,347.64	29,811.09	53,984.76	64.42 %
201-92-00-100-51215	Health Insurance	61,509.60	61,509.60	3,178.79	37,374.69	24,134.91	39.24 %
201-92-00-100-51218	Med Exp - HSA contribution	6,000.00	6,000.00	250.00	1,875.00	4,125.00	68.75 %
201-92-00-100-51220	Dental	3,785.76	3,785.76	187.92	2,050.89	1,734.87	45.83 %
201-92-00-100-51221	Vision	314.40	314.40	41.97	458.09	-143.69	-45.70 %
201-92-00-100-51225	FICA	40,218.41	40,218.41	1,419.95	17,058.73	23,159.68	57.58 %
201-92-00-100-51231	Auto Allowance	3,720.00	3,720.00	0.00	1,760.00	1,960.00	52.69 %
201-92-00-100-51238	Phone Allowance	3,360.00	3,360.00	0.00	1,320.00	2,040.00	60.71 %
201-92-00-100-51240	Workers Compensation Insurance	35,460.00	35,460.00	0.00	14,774.85	20,685.15	58.33 %
201-92-00-100-52101	Office Supplies	900.00	900.00	0.00	74.38	825.62	91.74 %
201-92-00-100-52122	Credit Card Processing Charge	3,900.00	3,900.00	0.00	734.31	3,165.69	81.17 %
201-92-00-100-52200	Operating Supplies	3,800.00	3,800.00	0.00	509.09	3,290.91	86.60 %
201-92-00-100-52233	Uniforms	3,700.00	3,700.00	0.00	299.01	3,400.99	91.92 %
201-92-00-100-52250	Professional Services	1,500.00	1,500.00	0.00	273.25	1,226.75	81.78 %
201-92-00-100-52300	Repair & Maintenance Supplies	93,500.00	93,500.00	433.78	43,921.64	49,578.36	53.02 %
201-92-00-100-52301	Fuel	15,000.00	15,000.00	0.00	2,604.57	12,395.43	82.64 %
201-92-00-100-53101	Postage	550.00	550.00	0.00	0.00	550.00	100.00 %

Budget Report

For Fiscal: 2025-2026 Period Ending: 04/30/2026

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
<u>201-92-00-100-53241</u>	Printing & Promotions	1,500.00	1,500.00	0.00	226.57	1,273.43	84.90 %
<u>201-92-00-100-53301</u>	Dues & Memberships	3,000.00	3,000.00	49.50	869.50	2,130.50	71.02 %
<u>201-92-00-100-53401</u>	Electricity	39,000.00	39,000.00	0.00	8,792.28	30,207.72	77.46 %
<u>201-92-00-100-53411</u>	Gas	4,400.00	4,400.00	0.00	2,599.74	1,800.26	40.92 %
<u>201-92-00-100-53421</u>	Water	9,900.00	9,900.00	0.00	2,518.17	7,381.83	74.56 %
<u>201-92-00-100-53431</u>	Telephone	7,000.00	7,000.00	0.00	1,469.74	5,530.26	79.00 %
<u>201-92-00-100-53500</u>	Equipment Expense	1,700.00	1,700.00	0.00	480.89	1,219.11	71.71 %
<u>201-92-00-100-53600</u>	Repair & Maintenance Services	1,700.00	1,700.00	210.00	525.00	1,175.00	69.12 %
<u>201-92-00-100-53644</u>	Computer Services	15,000.00	15,000.00	0.00	1,398.50	13,601.50	90.68 %
<u>201-92-00-100-53701</u>	Education and Training	3,500.00	3,500.00	0.00	1,210.00	2,290.00	65.43 %
<u>201-92-00-100-53711</u>	Meals & Travel	1,700.00	1,700.00	0.00	549.08	1,150.92	67.70 %
<u>201-92-00-100-53913</u>	General Liability Insurance	33,600.00	33,600.00	0.00	13,757.85	19,842.15	59.05 %
<u>201-92-00-100-53961</u>	Bank Charges	4,500.00	4,500.00	0.00	847.03	3,652.97	81.18 %
<u>201-92-00-100-53999</u>	Miscellaneous Contractual	158,300.00	158,300.00	824.06	8,259.19	150,040.81	94.78 %
<u>201-92-00-100-54500</u>	Recreational Programming	51,800.00	51,800.00	0.00	9,930.24	41,869.76	80.83 %
<u>201-92-00-100-55000</u>	Vehicle Expense	9,800.00	9,800.00	116.26	4,086.92	5,713.08	58.30 %
<u>201-92-00-100-57000</u>	Capital Expenditures	149,000.00	149,000.00	0.00	0.00	149,000.00	100.00 %
<u>201-92-00-754-57000</u>	Capital Expenditures - Omnibus (Su	1,800,000.00	1,800,000.00	8,631.00	8,850.17	1,791,149.83	99.51 %
<u>201-92-00-755-57000</u>	Capital Expenditures - Omnibus (Ke	500,000.00	985,000.00	0.00	194,222.06	790,777.94	80.28 %
	Expense Total:	3,725,299.37	4,210,299.37	37,344.79	662,094.41	3,548,204.96	84.27%
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-45,708.37	-530,708.37	-29,302.26	399,915.15	930,623.52	175.35%
	Report Surplus (Deficit):	-45,708.37	-530,708.37	-29,302.26	399,915.15	930,623.52	175.35%

Budget Report

For Fiscal: 2025-2026 Period Ending: 04/30/2026

Group Summary

Account Type	Original	Current	Period	Fiscal	Variance	Percent
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
Fund: 201 - PARKS & RECREATION						
Revenue	3,679,591.00	3,679,591.00	8,042.53	1,062,009.56	-2,617,581.44	71.14%
Expense	3,725,299.37	4,210,299.37	37,344.79	662,094.41	3,548,204.96	84.27%
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-45,708.37	-530,708.37	-29,302.26	399,915.15	930,623.52	175.35%
Report Surplus (Deficit):	-45,708.37	-530,708.37	-29,302.26	399,915.15	930,623.52	175.35%

Budget Report

For Fiscal: 2025-2026 Period Ending: 04/30/2026

Fund Summary

Fund	Original	Current	Period	Fiscal	Variance
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)
201 - PARKS & RECREATION	-45,708.37	-530,708.37	-29,302.26	399,915.15	930,623.52
Report Surplus (Deficit):	-45,708.37	-530,708.37	-29,302.26	399,915.15	930,623.52



City of Raytown, MO

Fund Balance Report

As Of 04/13/2026

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	670,506.31	1,062,009.56	662,094.41	1,070,421.46
Report Total:	670,506.31	1,062,009.56	662,094.41	1,070,421.46

Raytown Parks & Recreation Department
Director's Report
April 20, 2026

BOA – We were on the agenda for the April 14th BOA meeting to get our Kritser Park playground project budget approved.

Creative Communities Alliance - We have selected two great pieces of art “Infinity Unlocked” and “Beach Ball”, which will be delivered in May. Connor O’Reilly has purchased our artists’ plaques and they are ready to install when the art is installed.

OMNIBUS – McConnell sent over their submittals for their side of the project, but we still have not received the engineers signed copy. They will bill us for half of the restroom building, \$225,000, but we do not intend to pay until we have the engineers’ approval of the final documents. This has been dragging on for over six weeks

I did apply for a 2027 OMNIBUS grant for Colman Park renovation project for \$2.5 million. They did contact me wanting more information and agency identifying numbers regarding the project.

George Butler & Associates – For the Terry Copeland phase II project we did host the pre-bid meeting and there were several contractors preset, which is a good sign. The bid due date is April 29th, and the public opening is scheduled for May 13th. During that duration of time, GBA, Tony, and I will score the bids and make a selection for which company and products we intend to select. The amount of money is a known factor, so grading the proposals is how the selection will be made.

Get Outdoors Day- The MO Dept of Conservation will team up with us to host this event at Kenagy Park again in 2026. We have moved the date back to May 2nd, 10 AM-3 PM, and have 27 vendors already. I have the food vendors for the event and have the CERT team scheduled.

Kritser Park Playground- I have been in contact with Bill from Miracle on the start date for the project. We had a positive vote on the April 14th BOA meeting and we now have spending authority to make the deposits on the equipment. We will now be able to schedule the beginning of the demolition and project timeline.

Rice-Tremonti- The renovation grant project is underway for the north exterior of the home. The KU archeologists are also trying to get started with the spring dig but have been having trouble with weather.

FIFA World Cup- I have attended meetings with the Chamber of Commerce, Jackson County Park Departments, and recently City of Raytown Dept heads. I have shared the contact with Park-It KC for a few surrounding churches that are also trying to have a parking plan.

RSC Security- Our private security started on April 1st, and have already had several contacts with curfew violators.

Sales Tax Revenue- March sales tax was \$28,781.24, April is \$30,512.90. Next month we should see an increase from the updated sales tax rate approved in August 2025.



April 2026
PARK MAINTENANCE REPORT



Horticulture / Right of Way

The annuals are growing well in the greenhouse and will be ready to go as soon as the tulips are done for the season. We have completed the mulching project of the islands and gateway areas including the 63rd street area. Weed control is ongoing at streetscape areas and islands along with ball fields. The grass and field repair project at Colman is proceeding well. We re-seeded the grass at Terry Copeland Park.

Staff rolled the fields at LBT and we expect to be treating moles all season.

Park Maintenance

Staff is working to complete repairs to the platforms on the Colman Park playground. Staff closed the tire swing at Colman Park pending repairs to the fall protection.

All restrooms have been opened for the season and weekend staffing will begin the first weekend of May. Staff serviced the A/C at LBT concession and repaired three service valves along with other routine maintenance for the restrooms and hydrants. Staff is mowing Colman, LBT, Pocket Park, REAP, Rental, triangle, WTR sign and the wooden bridge gateway on at least weekly basis now that the weather has changed.

Staff repaired the north fence and poles of the skate park after a stolen vehicle drove through the park and rammed the fence.

Raytown Parks & Recreation
Park Board Recreation Report
Submitted by: Connor O'Reilly
Sports & Special Events Supervisor
April 20th, 2026

Tennis Lessons/League

Tennis sign-ups are open for both the league and Youth/Adult lessons. Currently there are 3 signed up for the league, 4 for adult lessons and 3 for youth lessons.

Get Outdoors Day (May 2nd)

Preparations for our Get Outdoors Day event are underway. We have around 28 confirmed vendors as of current count and we have mapped out locations for each tent/activity.

50+ Softball

The batter's mat has been replaced, and the field is ready for the start of the season today. This year looks to have 1 more team than the previous years. We are still looking for one more person to fill out position for a scorekeeper.

Raytown Live

Raytown Live will be starting the 2nd week of May and currently the schedule and who will be playing on each date has been set. Sponsors have been coming in and currently we have collected \$4700 total.

Agenda item 1

Christy Sewing to give an update.

Also:

Tessere Architecture won the bid for the city's on call architectural service. They do have a Historical Architect on staff, and we could use that firm to create a maintenance master plan for the Rice-Tremonti Home for future grant projects. They would have the capability to write the specs. of the work to be done, materials to use, and appropriate scope of work/design.

Agenda item 2

In the case that we need the services of Park-It KC in other park properties, will the Park Board allow staff to sign an extension to the parking contract.

Agenda item 3

Bids for Terry Copeland phase II went public on March 26th and are due to City hall on April 29th. Currently, 2:00PM on May 13th is the public opening of the RFP documents, after they have been reviewed and scored by GBA engineers and park management staff.

Scoring process as defined in the bid packet are on the next 6 pages.

IB-27 **Night Work will Not be permitted**

Night work will not be allowed on this project. The City of Raytown is not staffed to handle work through the night.

IB-28 **Contents of the Bid**

The following information shall be provided by Bidders as part of the bidding process:

SCORING: Any scoring criteria or weighting of criteria is used by the City only as a tool to assist the City in selecting the best proposal for the City. The City may change criteria and criteria weights at any time. Evaluation scores or ranks do not create any right in or expectation to a contract regardless of any score or ranking given to any Proposer

TECHNICAL APPROACH PART I - QUALIFICATIONS AND EXPERIENCE (Bidder shall provide information for each of the sections below.)

- (1) Provide a narrative titled "Qualifications and Experience" describing the contractor's organization, qualifications, experience and ability to perform the work (***included in page count***).

Provide an organization chart showing the structure and positions of the team proposed to be assigned to the Project, including significant design subconsultants and construction subcontractors. Describe the organizational position, function, and responsibilities of each team member, showing reporting relationships and showing clear lines of authority and communication (***included in page count***).
- (2) Provide company profiles for the contractor's firm. Profile shall include number of employees by location and gross revenue over each of the last three years (***included in page count***).
- (3) Provide a listing of projects currently under contract for the contractor that exceed \$400,000 including notice-to-proceed date, contract completion date, and contract value (***included in page count***).
- (4) Provide project descriptions of similar projects completed within the last eight (8) years that best illustrate bidder's ability to successfully perform the work required as part of the Project. To the extent possible, Bidders should focus on projects that were similar in nature to the Project, that were of comparable size and complexity, and that were performed for public bodies. Provide a contact name, with current address and telephone number, for the owner (***included in page count***).

- (5) Identify the following Key Personnel proposed for the Project. (**NOTE:** Key Personnel must be committed to the Project for its duration and may not be removed or substituted without the City's prior written consent.) (***included in page count***). Teams that have worked together and committed to this project score the best.
- (1) Project Manager
 - (2) Construction Superintendent
 - (3) Designer of Record (DOR)
- (6) For each of the Key Personnel, provide the following background information (***included in page count***).
- (1) Years of employment with current employer.
 - (2) Identify any other projects this person will be involved with concurrently with the Project and state the time commitment for the Project and each other project.
 - (3) Discuss professional registrations, education, certifications, and credentials held by this person that apply to the Project.
- (7) Include the resume of each Key Personnel, showing relevant project experience, contractor experience, and experience on government contracts (***not included in page count***).

Scoring Criteria for TECHNICAL APPROACH PART I: QUALIFICATIONS AND EXPERIENCE:

Category	Points
Qualifications of the contractor's organization with construction experience that have worked on park improvements projects	5
Performance history of contractors, subcontractors, and design engineering firm(s). Preference for firms with experience performing park improvements projects	5
Contractor's ability to perform the work. Highest scoring for firms that show resources to meet project goals with the right qualified team and experience working together. It is strongly encouraged to exceed current project goals.	5
Qualifications of the Project Manager, Construction Superintendent, and DOR. Higher scoring for those team members that have experience working together within the same company and preferably as a design and construction team that has similar experience together. Project Manager with experience on both the design and construction team deemed as the most critical person.	10
Total Possible	25

TECHNICAL APPROACH PART II – PROJECT UNDERSTANDING

(Bidder shall provide information for each of the sections below). Discuss generally the tasks, challenges, obstacles, and key elements involved with the design and construction of the project, and:

- (1) Illustrate clearly and concisely Bidder's understanding of the technical elements that must be addressed for the successful completion of the Project.
- (2) Describe key issues that might affect the Project schedule and how Bidder proposes to address them. A key timing issue that needs to be explored is the number of days to have the park improvements constructed. Explain your project schedule and how that impacts your recommended technical approach.
- (3) Identify any other special issues or problems that are likely to be encountered. Outline how Bidder suggests resolving them.
- (4) Describe any difficulties Bidder anticipates encountering in serving the City, in light of the City's status as a municipality and public entity. Explain how Bidder plans to manage them.
- (5) Describe permitting plans and how that might influence the overall approach.
- (6) Utilizing Exhibit B - Provide a **Site Plan** showing extent of proposed improvements to be installed that will be built within the Preliminary Budget
- (7) Provide a Schedule of Values, using the Schedule of Values form provided. The Schedule of Values shall allocate the entire base bid price to the values in the form using **percentages only**. The values used shall at a minimum include those values identified in the form provided, for the applicable Work that is being done on the Project. Additional schedule of values items and percentages may be added to the form if desired. The Schedule of Values provided with the Bid will become the Contract Schedule of Values. Do not include any prices in the Schedule of Values. The winning Bidder will have the percentage allocated based on the separate Price Submittal amount.

Scoring Criteria for TECHNICAL APPROACH PART II: PROJECT UNDERSTANDING:

Category	Points
Design and construction approaches and solutions. Proven knowledge and expertise of potential issues that could influence the design and construction of this project	20
Quality Assurance / Quality Control Process	5
Demonstrated understanding of Exhibit B – Special Instructions and Conditions	15
Appropriate allocations of project costs in the Schedule of Values	15
Impression of the proposal in terms of completeness, legibility, flow, and appearance	5
Total Possible	60

TECHNICAL APPROACH PART III – PROJECT SCHEDULE. (Bidder shall provide information for each of the sections below). Bidder must provide a design schedule, construction schedule, and Schedule of Values for the project. Provide a narrative commitment, if desired, to complete and, or substantially complete the project for fewer calendar days than identified in the Contract (*included in page count*).

Note: Any new proposed calendar days will be subject to all of the schedule requirements of the Contract, including liquidated damages.

- (1) Submit a preliminary design and construction schedule with anticipated milestones for the Project without any reference to cost. Substantial Completion should be completed as soon as possible, but no later than **May 31, 2027**.

Scoring Criteria for TECHNICAL APPROACH PART III – PROJECT SCHEDULE AND WARRANTY will include:

Category	Points
Commitments to complete and/or substantially complete the project in fewer calendar days than identified in the Contract requirements	5
Methodology of the project schedule. Note: more detailed project schedules will likely be scored higher	5
Warranty description	5
Total Possible	15

IB-29. REQUIRED BID SUBMITTALS: Technical Approach Submittals - All Technical Approach (TA) Submittals shall be organized and their Parts labeled with tabs as shown below, and provided in a bound product:

- TA PART I – QUALIFICATIONS AND EXPERIENCE
- TA PART II – PROJECT APPROACH
- TA PART III – PROJECT SCHEDULE

- (1) Each Bidder's Technical Approach Submittal shall be limited to forty (40) pages, in no smaller than 12-point font on 8-1/2" x 11" paper, using one side of each page, and page numbered accordingly. Each section of the Technical Approach Submittal shall correspond to the Part of the Technical Approach Submittal noted in this IB. Any information, in addition to the Parts of the Technical Approach Submittal, that is required by this IB shall be labeled as such and submitted as appendices to the Technical Approach Submittal. Appendices will count toward the page number limit. Covers, Tables of Contents, and divider tabs will not count toward the page number limit, provided that no additional information is included on those pages.
- (2) To be eligible for consideration, bidder shall submit two (2) physical copies of the Technical Approach Submittal to City Hall prior to the stated

close date/time.

- (3) Re-verify that there is no cost or price information in the Technical Approach Submittal.

IB-30. PRICE SUBMITTALS: Price Submittals shall be submitted on the Bid Form included in the Bidding Documents.

- (1) The Price Submittal must be accompanied by Bid security in the amount of five percent (5%) of the base Bid, which shall be in the form of a bid bond (in the form provided in these Bidding Documents), cashier's check, letter of credit, certificate of deposit, or other instrument approved in advance by the City. Before submission of the Bid, the City must approve both the financial institution issuing and the contents of any letter of credit. Any cashier's check or certificate of deposit must be made payable to the City.

IB-31. CONSIDERATION OF BIDS: The City will determine the lowest and best Bid. The two-stage selection process described herein will be used to determine the successful Bidder.

Technical Approach Submittal Scoring: After submission of the Technical Approach Submittals and the Price Submittals on the Bid Due Date, the City will privately open the Technical Approach Submittals. The City may interview one, some, or all of the Bidders that submit bids. Each Technical Approach Submittal will be evaluated and scored by the City based on the points' system described below, with no reference to cost or price:

TA PART I – QUALIFICATIONS AND EXPERIENCE – 25 points

TA PART II – PROJECT APPROACH - 60 points

TA PART III – PROJECT SCHEDULE – 15 points

The highest Technical Approach Submittal will be awarded 100 points.

Points will be added to each of the other Technical Approach Submittals corresponding to the 100 points and the original points earned by that Submittal.

For example:

TA Submittal	Number of Points	Score
Highest	94	100 pts.
2nd Highest	87 (94-87=7)	93 pts. (100-7 points)
3rd Highest	84 (94-84=10)	90 pts. (100-10 points)

- IB-32. PRICE SUBMITTAL SCORING:** On the Public Bid Opening Date, the City will publicly announce the scores earned by each Technical Approach Submittal, and then will publicly open and read aloud the corresponding Price Submittal portion of that Bid. Each Price Submittal will be scored based on the points system described below:
- (1) Price submittal must be within the preliminary budget of \$1,930,000. If all items listed within Exhibit B are provided, bidder will receive 100 points.
 - (2) The lowest, best and responsive Bid is that Bid with the highest combined points for the Technical Approach Submittal and the Price Submittal that has been determined by the City to be responsive.
 - (3) If all bids are greater than the preliminary budget, zero (0) points will be awarded for the price submittal, and the City will attempt to negotiate with all of the bidders.
 - (4) Bidder offers and agrees to comply with all terms, conditions, and requirements set forth in this IB and the RFQ.
 - (5) Bidder agrees that all representations made in its Technical Approach Submittal and its Price Submittal shall continue to be binding on Bidder if it is the successful Bidder on the Project, and that this IB, the RFQ, Bidder's Technical Approach Submittal, and Bidder's Price Submittal shall be deemed incorporated into any Contract issued to Bidder for the Project.

- IB-33. ADDITIONAL INFORMATION.** The City reserves the right, in its sole discretion, to request additional information or documents from any or all Bidders, including supplements or corrections to the Bids.

Agenda item 4

Should the Park Department consider using a maintenance temp agency to hire seasonal staff positions for the FIFA World Cup timeframe? The portion of the budget that is allocated to seasonal maintenance is not appropriate for the funding of contracted services. There would have to be an account number created under our Contractual Services budget and possibly transfer of funds to cover this expenditure if this option is moved forward.

We have tried advertising for two season maintenance positions, and have had a lot of resume's turned in. There have been almost no call backs from those applying through Indeed.