

# COUNCIL ACTION FORM

Meeting Date: June 13, 2024

Staff Contact: Leslie Herring

**Agenda Item:** Consider Professional Services Agreement with Port Architecture and Urbanism, LLC for park planning and design services

## Background/Description of Item

In January 2024, City staff presented a report detailing the history, current status, and future of creating a feature park in Westwood. [That report is available via this link to the January 11, 2024 City Council meeting packet.](#) Since that time, the process has run [generally] as detailed in that report and as reproduced here:

### Next Six (6) Months (2024 Q1 – Q2)

- A. Call for steering committee members (November 2023)
- B. City Council work session to review proposed process structure (January 11<sup>th</sup>)
- C. Selection of steering committee members, determination of calendar for meetings and deliverables (January)
- D. Steering Committee Meeting #1: discuss objectives, expectations, first draft of RFQ for park design consultant (late January/early February)
- E. Steering Committee Meeting #2: agree on final RFQ to publish (i.e. scope of work, selection process dates, requirements of responses, etc.), review where and how RFQ will be publicized (late February/early March)
- F. Issue RFQ (six (6) week response period recommended)
- G. Steering Committee Meeting #3: pre-proposal meeting and hosted site visit with interested firms (late March/early April)
- H. Steering Committee Meeting #4: initial review of responses; selection for interviews (late April/early May)
- I. Steering Committee Meeting #5: interviews; selection and recommendation of planning partner (late May/early June)
- J. City Council consideration of contract with recommended park planning partner (June 13<sup>th</sup> City Council meeting)
- K. Contract negotiation with selected partner, project kick-off (late June/early July)

The process thereafter would be informed and shaped by the park planning steering committee during the process set forth above.

On March 4, 2024, the Steering Committee first convened to kick-off their work as detailed above. The 15-member committee includes:

**Laura Steele (Committee Chair)**  
(City Councilmember)

**Jeff Harris**  
(City Councilmember)

**Sarah Page**  
(Planning Commission)

**Chris Burns**  
(Communities for All Ages & Applicant)

**Steve Karbank, or designee**  
(Karbank Representative)

**Karen Johnson**  
(Westwood Resident)

**Emma Hobick**  
(Westwood View 6th Grader)

**Erica Hartley**  
(Mission Woods Resident & Applicant)

**Chris Minto**  
(Shawnee Mission East; Westwood)

**Kris Boyle**  
(Westwood Resident & Applicant)

**Brandon Joiner**  
(Westwood Resident & Applicant)

**Spencer Day**  
(Westwood Resident & Applicant)

**Jenn Wetzel**  
(Westwood Resident & Applicant)

**Courtney Fitzgerald**  
(JoCo Developmental Supports)

**Greyson Rubin**  
(Westwood Resident & Applicant)

Upon the completion of the Steering Committee’s work acting in the capacity of design team selection committee, they ultimately selected Port Urbanism through the competitive, open process as detailed in the [RFQ document, available via this link to the City’s website](#).

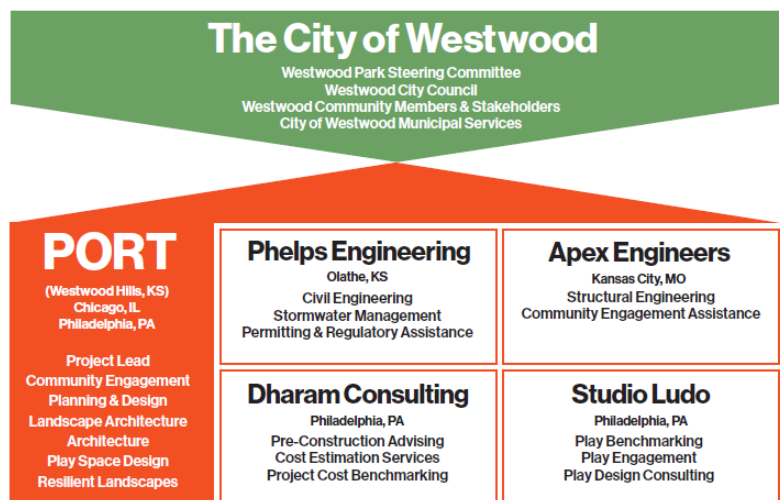
### Staff Comments / Committee Recommendation

The RFQ was issued on March 29, 2024 and closed on April 30, 2024. 12 responses were received by the deadline<sup>1</sup> and were reviewed by the Steering Committee. Responses received were submitted by the following team leads:

BBN	HoerrSchaudt	Olsson
Burns & MacDonald	Land3	Port
Confluence	Landworks	SWT
Davidson A+E	Multistudio	Taliaferro & Browne

Through a structured scoring system – followed by a collective qualitative discussion amongst the steering committee – the top four scoring teams were invited to interview with the Steering Committee. These firms are noted with highlight above. Ultimately, following interviews and a final cumulative scoring, Port prevailed as the team recommended by the Committee for consideration by the City Council.

Port submitted the team as shown below (excerpted from their proposal) to lead this work.



We have reserved fees for specialty consultants that may be needed depending on community priorities and the final design scope. These might include a landscape irrigation specialist and a water feature consultant.

<sup>1</sup> A 13<sup>th</sup> response was later rejected and not reviewed due to City staff not receiving it by the deadline due to a mistype of the submission email address by the submitter and the team not confirming receipt until after the deadline lapsed.

A sampling of Steering Committee notes from the selection process detail the following reasons supporting its recommendation of this team to lead this important community work:

- “Passion and familiarity with city and efforts that have already happened, extremely creative engagement strategy, love that they are bringing in experts alongside local talent”
- “Studio Ludo and national study of playgrounds. All projects aim for 100% accessibility, not just what is required; feel natural. Include all audiences and engagement methods in the planning too.”
- They have an estimator on the team that they have history working with
- Recognition that “50% of visitors aren't children.”
- “Great framing of memories of old park and new memories in new park”
- “Focused exclusively on public space and making a space for everyone.”
- Focus on preserving and protecting mature trees
- “Understand this is not a linear process and needs to work through the divergent public opinions.”

Likewise, professional references from past projects shared the following comments about Port (this is just a sampling):

- “One of the best firms for value engineering and meeting desires and budget.”
- “They have no weaknesses.”
- “They did the best job of meeting the program with the lightest touch, enhancing the existing attributes of the site, and keeping the scope of the project modest.”
- “Since we started our project, Port has displayed a level of professionalism, creativity and resilience on a level I rarely experience.”
- “From concept to details, extremely well executed.”
- “Once they started the project, they owned this work – and their passion towards the project remains evident today.”
- “They have changed the way we plan and do public engagement.”
- “Great design thinking. Very nimble team. Very creative and engaging. No issues. Very capable, adaptable and detailed oriented.”

## **Budget Impact**

Given the City has not yet closed on its purchase of the future park site (former Westwood View Elementary School site), City staff recommends proceeding at this time only with Phase 1 and a limited Phase 2 scope of the park design process. This work is enumerated in the issued Request for Qualifications and interpreted in Port's scope of work and proposal included in the meeting packet. City staff has negotiated with Port to conduct this work for a sum of \$46,500.

The sum of \$75,000 was budgeted in fiscal year 2024 in the City's multi-year Capital Improvement Fund for this work. The work is scheduled to commence August 1<sup>st</sup> and run through October 18, 2024. Future phases of

the park planning design process are recommended to be considered once there is greater clarity around the timeline and level of certainty for closing on the purchase of the future park site property.<sup>2</sup>

*Suggested Motion*

*I move to authorize the Mayor to enter into a Professional Services Agreement with Port Architecture and Urbanism, LLC for an amount not to exceed \$46,500 for work as presented in the Proposal included in the meeting packet.*

---

<sup>2</sup> This certainty and clarity is inextricably related to the slate of documents recommended for consideration and adoption earlier on this City Council meeting agenda.