

# Board of Park Commissioners Project Summary

**Headwaters Park Professional Services for Fountain Design  
Project No: 2022018**

## Project Approval Request

### **Scope of Work:**

This request for approval is for professional services to design a new interactive fountain to replace the current fountain at Headwaters Park. Services will include the creation and provision of all drawings and specifications necessary for bidding purposes to provide a newly renovated fountain structure that is safe for public use, and economical to operate for the owner. Plans shall provide for a finished project that meets all Board of Health requirements while providing a fun, visually exciting play experience that enhances the park.

### **Board Approval:**

Requests for Proposals were issued on behalf of the Board of Park Commissioners on July 25, 2023. Two companies submitted proposals for the project. A committee of professionals compiled of members of the Fort Wayne Parks and Recreation staff reviewed, rated, and scored each proposal according to evaluation criteria specified in the RFP. The results of the ratings and scoring can be found in the attached document.

At this time, I would like to request approval of a contract for this project with the highest-rated company, Grinsfelder & Associates for a total contract amount of \$60,500.00.

Funds for this project will come from the Parks Cumulative Capital Fund.

The Fort Wayne Parks and Recreation and the Board of Park Commissioners met to host their regularly scheduled monthly Board meeting on **August 10, 2023**, to approve the above-referenced project and contract, in the amount of **\$60,500.00**.

*We, the Board of Park Commissioners, on the date stated, do ATTEST and sign to the above-referenced and attached document, and approve as presented.*

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**Justin Shurley, President**

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**Cory Miller Vice President**

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**Rick Briley, Commissioner**

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**Jenna Jauch, Commissioner**

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**Director/Secretary**

**SELECTION CRITERIA EVALUATIONS**

RFP for Design of Headwaters Park Fountain Improvement Project

Proposal Evaluation Meeting Date: August 2, 2023

Evaluation Criteria	Weight	Grinsfelder & Associates		JPR	
		Rate	Score	Rate	Score
Firm's Qualifications	5	6	30	9	45
Firm's Years In Business	3	9	27	9	27
Experience In Similar Projects	10	6	60	6	60
Pre-Bid Attendance and Project Understanding	7	9	63	9	63
Schedule of Work Identified	7	6	42	3	21
Proposed Value of Fees	10	9	90	6	60
Resources available to complete as specified	7	6	42	9	63
Completeness & quality of proposal	8	6	48	6	48
<b>Maxium Score Possible:</b>	<b>513</b>		<b>402</b>	<b>Total:</b>	<b>387</b>
% of Total			78%		75%