CITY OF COFFEYVILLE
BOARD OF COMMISSIONERS AGENDA ITEM

MEETING DATE	September 22, 2015	
RESOLUTION OR ORDINANCE NUMBER	R-15-117	
AGENDA TITLE	**Historical Preservation Consulting Services – Municipal Hall Building**	
REQUESTING DEPARTMENT	Administration – City Manager's Office	
PRESENTER	Trisha Purdon – Assistant to the City Manager	
FISCAL INFORMATION	Cost as recommended:	$15,500
	Budget Line Item:	520-5-350-478 Capital Improvement - Professional Services
	Balance Available	$200,000
	New Appropriation Required:	[x] Yes [] No
PURPOSE	Execute an agreement for consulting services in order to apply for Kansas State Historic Places Designation and Kansas State Historic Tax Credits.	
BACKGROUND	The City Managers office and Planning Department used a competitive bid process to obtain price quotes for consulting services in order to apply to be listed on the State Historic Register of Places and for application services to apply for Kansas State Historic Tax Credits, to be used to pay for renovation costs of the Municipal Hall building. The State Historic Preservation Office supplied Coffeyville with a list of four consulting firms that they would recommend that we choose from for this project.	
SPECIAL NOTES		

ANALYSIS	Proposals were received from a total of three (3) companies out of the four that were contacted from the Kansas State Historical Preservation Office recommended consultants list. Proposals were ranked prior to reviewing cost proposals to ensure that quality of service was evaluated separately from the cost. The Rankings were as follows: Rosin Preservation – 4.075, Spencer Preservation – 3.9625, and Hernley Preservation – 2.33. Spencer Preservation had the lowest bid, however, and staff justified that the Rosin Preservation and Spencer Preservation proposals were close enough in their score that Staff felt comfortable with recommending Spencer Preservation. Proposals were evaluated by City Staff, including Kendal Francis, Dennis Jacobs, Thomas Osborn, and Trisha Purdon. The bid summary/analysis is attached for your review.
PUBLIC INFORMATION PROCESS	
BOARD OR COMMISSION RECOMMENDATION	
STAFF RECOMMENDATION	Staff recommends that the Mayor be authorized to enter into an agreement with Spencer Preservation for consulting services for the Kansas State Historical Preservation Register of Historic Places and Historical Tax Credit Application services in the amount of $15,500 for the Municipal Hall Renovation Project.
REFERENCE DOCUMENTS ATTACHED	Bid Summary/Analysis

RESOLUTION NO. R-15-117

A RESOLUTION TO ENTER INTO AN AGREEMENT WITH SPENCER PRESERVATION TO COMPLETE THE KANSAS STATE HISTORICAL FOUNDATIONS APPLICATION TO BE PLACED ON THE KANSAS REGISTER OF HISTORIC PLACES AND FOR APPLICATION SERVICES FOR KANSAS HISTORICAL TAX CREDITS FOR THE MUNICIPAL HALL RENOVATION PROJECT.

BE IT RESOLVED by the Board of Commissioners of the City of Coffeyville, Kansas that the Mayor be and is hereby authorized to enter into an agreement with Spencer Preservation and Brenda Spencer to provide consulting services for the application process to put the Coffeyville Municipal Hall on the Kansas State Register of Historic Places and to apply for Kansas Historical Tax Credits for the renovation of the Municipal Hall in the amount of $15,500 for the City of Coffeyville Capital Improvement Project.

ADOPTED THIS 22nd DAY OF SEPTEMBER, 2015.

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Christopher V. Williams, Mayor

ATTEST:

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Cindy Price, City Clerk

APPROVED AS TO FORM AND LEGALITY:

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Paul Kritz, City Attorney

Historic Preservation Consultant RFP Comparison Chart

Average Scores

Ratings	Spencer Preservation	Rosin Preservation	Hernley Associates
Responsiveness	0.40	0.375	0.15
Project Approach	1.20	1.275	0.45
Quality and Depth of Experience	0.80	0.8	0.6
Staff Experience	1.00	1.0625	0.9375
Schedule	0.56	0.5625	0.1875
Staff Averaged Scores	**3.96**	**4.075**	**2.325**
Cost of Project	**$15,500**	**$39,500**	**$25,000**
Selected Consultant	**Spencer Preservation**		

Trisha	Spencer Preservation	Rosin Preservation	Hernley Associates
Responsiveness	0.40	0.30	0.20
Project Approach	0.90	1.50	0.60
Quality and Depth of Experience	0.80	1.00	0.40
Staff Experience	1.00	1.25	1.00
Schedule	0.60	0.45	0.45
Scores	**3.70**	**4.50**	**2.65**
Cost of Project	**$15,500**	**$39,500**	**$25,000**
Prior to Cost Selection	**Rosin Preservation**		

Thomas	Spencer Preservation	Rosin Preservation	Hernley Associates
Responsiveness	0.40	0.40	0.00
Project Approach	1.20	1.20	0.00
Quality and Depth of Experience	0.80	0.80	0.80
Staff Experience	1.00	1.00	1.00
Schedule	0.45	0.60	0.00
Total Staff Scores	**3.85**	**4.00**	**1.80**
Cost of Project	**$15,500**	**$39,500**	**$25,000**
Prior to Cost Selection	**Rosin Preservation**		

Dennis	Spencer Preservation	Rosin Preservation	Hernley Associates
Responsiveness	0.40	0.50	0.30
Project Approach	1.50	1.50	0.60
Quality and Depth of Experience	1.00	0.80	0.60
Staff Experience	1.00	1.25	1.00
Schedule	0.75	0.75	0.15
Total Staff Scores	**4.65**	**4.80**	**2.65**
Cost of Project	**$15,500**	**$39,500**	**$25,000**
Prior to Cost Selection	**Rosin Preservation**		

Kendal	Spencer Preservation	Rosin Preservation	Hernley Associates
Responsiveness	0.40	0.30	0.10
Project Approach	1.20	0.90	0.60
Quality and Depth of Experience	0.60	0.60	0.60
Staff Experience	1.00	0.75	0.75
Schedule	0.45	0.45	0.15
Total Staff Scores	3.65	3.00	2.20
Cost of Project	$15,500	$39,500	$25,000
Prior to Cost Selection	**Spencer Preservation**		