



Resolution 2016-310

Resolution Authorizing Amendment #1 to Professional Services Agreement No. C-41282 with DRB Consulting, LLC a Certified DBE, for Project Management Consulting Services in Support of the Minneapolis Park & Recreation Board's 20 Year Neighborhood Park Plan in the Amount Not Exceeding \$107,500 for a New Contract Total of \$150,000

Whereas, The Minneapolis Park & Recreation Board (MPRB) is the steward of Minneapolis parks;

Whereas, The MPRB is authorized to contract with public and private entities in the performance of its functions;

Whereas, The MPRB entered into Professional Services Agreement (PSA) No. C-41282 with DRB Consulting, LLC on July 1, 2016 to provide project management consulting services in support of the MPRB's 20 Year Neighborhood Park Plan (NPP20) for an amount of \$42,500;

Whereas, The PSA focused on a review of systems and processes used by the MPRB in its capital and rehabilitation projects with the intention of identifying methods that increase efficiency, consistency, and transparency in project management practices and with a goal of more clearly aligning capital and rehabilitation projects with the goals of NPP20;

Whereas, The MPRB desires to engage DRB Consulting, LLC for additional work related to the development of systems, processes, and tools that can be used by staff in the delivery of capital and rehabilitation projects identified for implementation during 2017 in NPP20;

Whereas, DRB Consulting, LLC has offered a proposal that provides the services desired by the MPRB in support of NPP20 that would continue its current engagement for an additional amount not exceeding \$107,500;

Whereas, MPRB staff have reviewed the proposal from DRB Consulting, LLC and have determined it to be complete and correct;

Whereas, Funding to support the additional services is available from "start-up" funds provided through NPP20; and

Whereas, This resolution is supported by the MPRB 2007-2020 Comprehensive Plan, which envisions "Dynamic parks that shape city character and meet diverse community needs."

RESOLVED, That the Board of Commissioners authorize Amendment #1 to Professional Services



Agreement No. C-41282 with DRB Consulting, LLC to continue project management consulting services in support of the Minneapolis Park & Recreation Board's 20 Year Neighborhood Park Plan in the amount not exceeding \$107,500 for a new contract total of \$150,000; and

RESOLVED, That the President of the Board and Secretary to the Board are authorized to take all necessary administrative actions to implement this resolution.



TO: Administration & Finance Committee

FROM: Michael Schroeder,

DATE: November 2, 2016

SUBJECT: Resolution Authorizing Amendment #1 to Professional Services Agreement No. C-41282 with DRB Consulting, LLC a Certified DBE, for Project Management Consulting Services in Support of the Minneapolis Park & Recreation Board's 20 Year Neighborhood Park Plan in the Amount Not Exceeding \$107,500 for a New Contract Total of \$150,000

BACKGROUND

This action amends Professional Services Agreement (PSA) No. C-41282 with DRB Consulting, LLC (DRB Consulting) to provide project management consulting services in support of the Minneapolis Park & Recreation Board's 20 Year Neighborhood Park Plan (NPP20). The PSA was initiated on July 1, 2016 in the amount of \$42,500.00; this amendment would provide additional services for an amount not exceeding \$107,500 for a new contract total of \$150,000.

DRB Consulting services in the original PSA identified a need to assess project management systems and processes used in capital and rehabilitation projects. DRB Consulting has been providing information intended to modify and enhance those systems and processes so that projects are delivered more efficiently, consistently, and transparently within MPRB, resulting in coordinated efforts to align with the goals of NPP20. To date, those efforts have resulted in a process where various departments are engaged to clarify and define a project scope and identifying park improvement implementation strategies, based on revenue sources and park needs.

In addition, DRB Consulting has been working with Planning and Environmental Stewardship staff to:

- identify projects from various departments for each park in a format that allows tracking and monitoring;
- assess data management, document management and templates and software to advance project and program management, including opportunities for minority, women and disadvantaged businesses; and
- evaluate alternative methods to reduce the delivery time for projects during project development through construction after approval of plans by the Board of Commissioners.

Thus far, DRB Consulting review and assessment has revealed significant opportunities to



increase efficiency and accountability related to program and project management resulting in changes to internal processes even as capital and rehabilitation project planning proceeds. Important to this process is DRB Consulting’s accessibility to MPRB staff; Debra Brisk, the principal of DRB Consulting, is present at the MPRB between 12 and 20 hours every week.

This amendment allows for DRB Consulting to continue its work in shaping systems and processes. Where the original PSA focused on review and assessment, it is clear that new tools can be created to streamline project delivery. The services provided under this amendment will focus on tool development, while allowing Debra Brisk to be immediately accessible to staff through significant time spent at the MPRB. In particular, this amendment will focus on the following activities and services:

- aligning agency activities identified from various programs and associated revenues for each park forming an implementation park plan to address short term and long term needs;
- advancing applications and tools to support alternative delivery methods for both design and construction;
- assessing additional opportunities for inclusion of small businesses, including disadvantaged, minority, and women owned for professional and contracted services;
- assessing and developing new tools, applications and opportunities to support both capital and rehabilitation park project programming framed around effective practices and tools supporting project management; and
- supporting communication strategies to illustrate outcomes and related metrics associated to park improvements and revenue spending.

FUNDING/COST SUMMARY

Sources		\$150,000
NPP20 allocated Start Up Funding	\$150,000	
Uses		\$150,000
DRB Consulting, PSA No. C-41282	\$42,500	
DRB Consulting, Amendment No. 1	\$107,500	<i>[pending Board approval]</i>
Balance		\$0

RECOMMENDATION

Staff recommends that the Board of Commissioners authorize amendment #1 to Professional Services Agreement No. C-41282 with DRB Consulting, LLC to continue project management



consulting services in support of the Minneapolis Park & Recreation Board's 20 Year Neighborhood Park Plan in the amount not exceeding \$107,500 for a new contract total of \$150,000.

This action is supported by the following vision and goal statements in the MPRB 2007-2020 Comprehensive Plan:

Vision Theme 3: Dynamic parks shape city character and meet diverse community needs.

Goal: Focused land management supports current and future generations.

Goal: Financially independent and sustainable parks prosper.

ATTACHMENTS:

- 2016-07-01 - Program Management Consultant-NPP20 (PDF)
- DRBScopePhase2 (DOCX)

Prepared By: Cindy Anderson, Executive assistant for Planning Division, Design and Project Management

Review:

Cindy Anderson Completed 10/21/2016 10:14 AM

Cliff Swenson Completed 10/21/2016 2:47 PM

Michael Schroeder Completed 10/22/2016 9:48 PM

Jayne Miller Completed 10/23/2016 8:43 PM

Administration & Finance Committee Pending 11/02/2016 5:10 PM