

**AGENDA**



**SPECIAL SESSION  
MAYOR and COMMON COUNCIL  
Of the  
TOWN OF CAMP VERDE  
CAMP VERDE MARSHAL'S OFFICE  
TRAINING ROOM  
646 S. First Street  
Tuesday, July 29, 2008  
3:00 p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Interviews of the following consultants to develop a Master Plan for the Community Park:**
  - a. **Olsson Associates**
  - b. **Project Design Consultants**
  - c. **RBF Consulting**
4. **Adjournment**

Posted by: V. Jones

Date/Time: 7-25-08 9:30 a.m.

*Note: Pursuant to A.R.S. §38-431.03.A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.*

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

# Memo

**To:** Mayor and Council  
**From:** Lynda Moore, Parks & Recreation Director  
**CC:** Debbie Barber, Town Clerk Mike Scannell Town Manager  
**Date:** 7/25/2008  
**Re:** Project # 08-051 Community Park Master Plan

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I am very pleased to say that we had 25 firms attend our pre-bid conference on July 10, 2008 for the RFP for the Community Park Master Plan. We received 11 proposals back on July 21, 2008. The Technical Advisory Committee (TAC) reviewed each proposal. This was a difficult process as all even proposals were very good. Through process of elimination we chose the top five proposals and rated those. Attached is the evaluation form that TAC used to rate the proposals.

The top three rated consults that TAC chose to present to Council are, Olsson Associates, RBF Consulting and Project Design Consultants.

I have notified the three companies and the schedule is as follows:

- 3:00 p.m. Olsson Associates
- 4:00 p.m. Project Design Consultants
- 5:00 p.m. RBF Consulting

Selection Criteria

A committee will engage in a three-step process in order to make a final recommendation for award. The first step will consist of a qualification appraisal which will result in the proposals received being ranked numerically based on the following criteria:

Evaluation Form

CRITERIA	WEIGHT	RATING	SCORE
A	Design Expertise: Specialized relevant experience or technical ability to complete this master plan.	20	
	Capacity/capability: Experience of key personnel and diversity of skills.	20	
	Demonstrate a clear understanding of the scope of work necessary for the completion of the master plan.	10	
B	Clear demonstration of a good Project Approach	10	
C	Project schedule that includes all of the necessary deliverables.	5	
D	The Consultants ability to provide the services required for this master plan.	25	
E.	Compilation and presentation of their submittal. Is it a professional grade document?	10	
Total Points			

RATING GUIDE (Actual may be any number from 0 - 10 using this guide)

- 2 Marginal
- 5 Acceptable
- 8 Good
- 10 Outstanding

Company Name: \_\_\_\_\_

**Proposals from the following consultants are available at the  
Clerk's Office  
473 S. Main Street Suite 102  
Camp Verde, AZ 86322**

**Olsson Associates  
Project Design Consultants  
RBF Consulting**