

**TO:** James L. App, City Manager  
**FROM:** Meg Williamson, Interim Public Works Director  
**SUBJECT:** Melody Drainage Basin/Park Study – Request for Proposals  
**DATE:** August 3, 2004

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**NEEDS:** For the City Council to review the draft scope of work identified in the “Request for Proposals” to prepare technical analysis and design options for the Melody Basin/Park.

- FACTS:**
1. The Melody Drainage Basin/Park is located between Caddie Lane and Melody Drive, surrounded by single family residences (see attached map).
  2. On May 4, 2004 the City Council reviewed the use and maintenance status of the Melody Basin/Park and heard testimony from the surrounding neighborhood. That evening, the Council directed staff to develop a scope of work for a study to evaluate the existing conditions of the basin/park and to identify use and improvement options, as well as associated costs for implementing those options.
  3. The Council directed that the work scope be placed on the August 3, 2004 agenda, and also appointed a Council ad hoc committee to assist in the review and content of the basin/park work scope.
  4. A work scope was drafted that requires a combination of technical studies and design steps to assess conditions and use options for the facility. Contributing to the draft document were staff members from Community Development (Engineering), Police, Public Works (Streets, Parks and Capital Projects) and the City Manager’s Office.
  5. The Council ad hoc committee (Councilmen Nemeth and Mayor Mecham) met on July 7, 2004 to review the draft scope of work and confirmed the scope to be an appropriate next step in exploring the conditions and options for the Melody basin/park.
  6. A copy of the draft RFP has been sent to neighboring property owners in the Country Club Annex development (Caddie Lane) and to property owners who are adjacent on the Melody Drive side of the basin/park.

**ANALYSIS &**

**CONCLUSION:** The scope of work that has been drafted will enable the City to solicit proposals from Engineering firms for a study to address the conditions and functional use options of the basin/park.

The study will require scientific data collection and analysis relative to storm water, ground water and soil characteristics. Once the technical/scientific constraints are established, the study will provide design options (both storm water and park improvements) that can be compared and contrasted. Cost estimates will be generated for each option as a basis for future Council funding consideration.

**POLICY**

**REFERENCE:** Melody area development conditions.

**FISCAL**

**IMPACT:**

Once responses are received to the Request for Proposals, the range of costs for preparing the study can be determined and presented to Council for funding consideration (estimated to be in October 2004). Once the study is complete, the cost of basin/park modifications can be identified (estimated to be in Spring 2005).

**OPTIONS:**

- a. Direct staff to solicit proposals for the Melody Basin/Park study in accordance with the attached Request for Proposals and its identified Scope of Work and extend the ad hoc Committee formed 5/4/04 to evaluate the Melody Drainage Basin/Park to May 16, 2005.
- b. Amend, modify, or reject the above option.

**Attachments:**

1. Location Map
2. Draft Request for Proposal for the Melody Park/Basin Design Study