



## Request for City Council Committee Action From the Department of Public Works

**Date:** August 6, 2013

**To:** Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee  
**Referral:** Honorable Betsy Hodges, Chair Ways & Means Committee

**Subject:** Consulting Pool RFP

### Recommendation:

Authorize the proper City Officials to issue a Request for Proposals to solicit proposals from engineering consulting firms. City Officials will evaluate the proposals for the consulting pool and make recommendations to the City Council.

### Previous Directives:

- November 19, 2010, the City Council authorized City officers to negotiate and execute a three-year master services agreement. Twenty-nine consulting firms submitted successful proposals, establishing a new Consulting Pool.
- September 15, 2000, the City Council approved establishment of a Consulting Pool.

**Prepared by:** Robert Carlson, P.E., Principal Professional Engineer, 673-3614

### Approved by:

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Steven A. Kotke, P.E., City Engineer, Director of Public Works

**Presenters:** Bob Carlson, Department of Public Works, Transportation Planning & Engineering Div.

### Reviews

Permanent Review Committee (PRC): Approval  Date July 25, 2013  
Civil Rights Approval Approval  Date July 25, 2013  
Policy Review Group (PRG): Approval  Date \_\_\_\_\_

### Financial Impact

No financial impact - or - Action is within current department budget

### Community Impact

Neighborhood Notification:  
City Goals:  
Comprehensive Plan:  
Zoning Code:

### Background/Supporting Information

In 2000, Public Works created a Consulting Pool to meet the City Goals of providing high-quality services and improve efficiency. The original vision consisted of the following:

1. The timeline for hiring a consultant could be reduced from approximately sixteen weeks to one week.
2. Good management suggests that the workforce be adequate to manage reasonable workload levels. Outside resources can be used to manage peaks.
3. The Consulting Pool will assist Public Works during staff shortages.
4. If work volume increases, the Consulting Pool has the potential of freeing up in-house staff for other activities.
5. It flattens out peak workloads or seasonal demands, enhances staff flexibility, helps maintain project schedules and/or expedites work programs.
6. Public Works engineers will be more than designers and contractors. By monitoring consultant work they will develop their skills and become more well-rounded engineers.
7. The Consulting Pool program will provide opportunities for interaction and networking with other outside professionals for the City's engineers to enhance their skills.
8. The Consulting Pool will provide the City with a mechanism for "on-call" consultants for a quick response to unforeseen needs (emergencies).

The City's experience since inception of the Consulting Pool has been positive. The City has found it beneficial to obtain consulting services in a timely manner. The consultants in the pool have also expressed positive comments. As the need for specialized expertise has grown, the pool has expanded from six firms in 2001 to twenty nine firms in the current pool.

#### **Proposed 2014 to 2017 Consulting Pool:**

The current Consulting Pool expires in February 2014, and Public Works is interested in creating a new Consulting Pool for another 3-year term (from February 15, 2014 to February 14, 2017), all contracts will end on February 14, 2017.

To re-establish the Consulting Pool, Public Works will issue a Request for Proposals from qualified consulting firms and consortiums experienced in providing such services. The new Consulting Pool will continue to consist of up to four General Consulting firms/Consortiums. In addition, the new Consulting Pool will consist of up to three Specialty Consulting firms for each of the fourteen *Areas of Expertise*, four more *Areas of Expertise* than the current Consulting Pool. (Please see the attachment for the list of *Areas of Expertise*)

The proposed differences from the current areas of expertise are as follows:

- Traffic and Parking Operations would be split into two areas of expertise:
  - a) Traffic Operations
  - b) Parking Operations Management.
- Sanitary Sewer System/Storm Water Management would be separated into three areas of expertise:
  - a) Storm Water Management
  - b) Sanitary Sewers and Sewer Infrastructure Management
  - c) Tunnels
- Environmental & Geotechnical Investigation & Consulting Services/ Material Testing would be split into two areas of expertise:
  - a) Environmental Services
  - b) Geotechnical Investigations and Consulting Services, Material testing Services and Analytical Testing

Once consulting firms and consortiums are approved by the City, a Master Three Year Contract would be signed by each approved firm/consortium with a maximum dollar value not to exceed \$2,500,000 for

the three year contract period. Each scope of services would not to exceed \$500,000. Both dollar values stated above are the same as the current Consulting Pool.

Public Works requests authorization of the Request for Proposals (RFP) process to activate a new 2014 to 2017 Consulting Pool. Public Works will follow standard City policies for RFP's.