



Request for City Council Committee Action from the Department of Public Works

Date: November 10, 2014
To: Honorable Kevin Reich, Chair Transportation and Public Works Committee
Subject: **Special Service Districts Consulting Services**

Recommendation:

Authorize the proper City Officials to negotiate and execute a Professional Services Agreement with Urban Works, Inc. for Special Service Districts Consulting Services for 2015 with up to four additional one-year extensions if work is deemed necessary, in the amount not to exceed \$150,000 annually. The cost of these services has been accounted for within the department budget (Fund 00100-6070600-507019-6070060014-AD30). No additional appropriation is required.

Previous Directives: None

Department Information

Prepared by: Andrew Carlson, Public Works Project Manager, 673.2836

Approved by: _____
Steven A. Kotke, P.E., Director of Public Works

Presenter: Michael Kennedy, P.E., Director, Transportation Maintenance & Repair

Reviews

Permanent Review Committee (PRC): Approval: X Date: 8/18/14
Civil Rights Approval Approval: X Date: 7/31/14
Policy Review Group (PRG): Approval: N/A Date:

Financial Impact

No financial impact – Action is within current department budget

Community Impact

City Goals: A hub of economic activity and innovation: Businesses – big and small – start, move, stay and grow here.

Supporting Information

Special Service Districts (SSDs) allow cities to provide additional services or an enhanced level of service or minor infrastructure to its commercial and industrial areas. SSDs are established at the request of the commercial property owners who will pay for the increased level of service. The City of Minneapolis has eighteen established Special Service Districts, of which fifteen are currently active. Every SSD has its own establishing ordinance and is guided by a City Council appointed advisory board or District Management Entity. Each SSD also has its own annual budget and work plan.

On August 18, 2014, a Request for Proposals (RFP) was issued for Special Service District Consulting Services. The RFP outlined a general description of the project and the extent of services required. The intended goal of the RFP was to retain consulting services to develop and implement process improvements for the City's Special Service Districts (SSDs) and provide consulting services related to the authorization, formation, and operation of new and existing districts. The RFP included ten potential project objectives and anticipated outcomes.

Three proposals were received by the September 15, 2014 RFP deadline. The proposals were reviewed by an evaluation panel consisting of representatives from Public Works and CPED. Individually, panel members completed an evaluation form for each proposal. Scores were then tallied to determine the successful consulting firm. Based upon the evaluation results the panel selected Urban Works, Inc. The panel's recommendation was then forwarded to Public Works senior management for their final review.

Therefore, we are requesting authorization to negotiate and execute a Professional Services Agreement, with Urban Works, Inc. for Special Service Districts Consulting Services in 2015, with up to four additional one-year extensions if work is deemed necessary, in the amount not to exceed \$150,000 annually. The cost of these services has been accounted for within the department budget (Fund 00100-6070600-507019-6070060014-AD30), and therefore no additional appropriation is required.