

City of Minneapolis

Request for Committee Action

To: Transportation & Public Works
Date: 5/17/2016
Referral: Ways & Means
From: Public Works Department
Lead Staff: R J (Bob) Carlson, PE, Transportation Engineering Design
Presented by: R J (Bob) Carlson, PE, Transportation Engineering Design
File Type: Action
Subcategory: RFP

Subject:

2017-2020 Public Works Consulting Pool RFP

Description:

Authorizing 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 return with recommendations for City Council approval.

Previous Actions:

November 7, 2013 - Authorized City Officers to negotiate and execute a three-year master services agreement. Thirty-two consulting firms submitted successful proposals, establishing a new Consulting Pool.

November 19, 2010 - 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 - Approved establishment of a Consulting Pool.

Ward/Address:

City Wide

Background/Analysis:

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 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 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 the Consulting Pool inception of has been positive. The City has found it beneficial to obtain consulting services in a timely manner. As the need for specialized expertise has grown, the pool has expanded from six firms in 2001 to thirty-two firms in the current pool.

The current Consulting Pool expires in February 2017. Public Works is interested in creating a new Consulting Pool for another 3-year term (from February 15, 2017 to February 14, 2020). All contracts will end on February 14, 2020. To re-establish the Consulting Pool, Public Works will issue a Request for Proposals from qualified consulting firms experienced in providing such services.

The current 2014 to 2017 Consulting Pool, as well as the previous Consulting Pool, 2011 to 2014, has/had consulting firms with a 3-year total contract not to exceed \$2,500,000 with individual project Scope of Services not to exceed \$500,000 and Professional Liability Insurance of \$5,000,000. The 2017 to 2020 Consulting Pool proposes a two tier system as follows:

- Tier I contracts not to exceed \$3,000,000 with individual project Scope of Services not to exceed \$500,000 and Professional Liability Insurance of \$5,000,000.
- Tier II contracts not to exceed \$1,500,000 with individual project Scope of Services not to exceed \$300,000 and Professional Liability Insurance of \$2,000,000.

The Tier II contracts hope to attract smaller firms to the Consulting Pool. Tier II contracts will be limited to twelve Areas of Expertise.

The Areas of Expertise have also been refined from the current pool with hopes of being more compatible with smaller firm's abilities. The Area of Expertise changes from the current pool to the proposed pool are as follows:

- Expanded from 14 to 20 Areas of Expertise
- Separated the following from Geotechnical Services and Materials Testing (remaining portion re-named the Geotechnical Investigations and Consulting Services)
 - Material Testing
 - Analytical Laboratory Testing
- Added:
 - Bicycle and Pedestrian Projects
 - Street Design
 - Survey
 - Drilling Services
 - Construction Inspections
 - Zero Waste Studies
- Combined Transportation Planning & Studies with Transit Related Projects
- Added Special Assessments Services to Right-of-Way Related
- Deleted Citizen Participation/Communications

Once consulting firms and consortiums are approved by the City, a Master Three-Year Contract would be signed by each approved firm/consortium.

Financial Review:

No financial impact.

X Approved by the Permanent Review Committee.

X Meets Small and Underutilized Business Program goals.