



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

**Date:** November 9, 2010

**To:** Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee

**Referral:** Honorable Betsy Hodges, Chair Ways & Means Committee

**Subject:** **2011 to 2014 Public Works Consulting Pool**

**Recommendation:**

The proper City officials are authorized to commence negotiations and execution of a master service agreement with each of the 29 successful firms for the Public Works Consulting Pool. The length of this agreement will be three years from February 15, 2011 to February 14, 2014. Each master services agreement will be limited to a maximum of \$2,500,000 and the maximum fee per scope of services (project) will be \$500,000.

**Previous Directives:**

- On February 1, 2008 the City Council authorized proper City officers to negotiate and execute a three-year master services agreement with 21 consulting firms submitting successful proposals for the Specialty Consultant Pool.
- On November 16, 2007 the City Council authorized proper City officers to negotiate and execute a three-year master services agreement with 4 consulting firms submitting successful proposals for the General Consultant Pool.
- On September 21, 2007 the City Council authorized proper City officers to issue a Request for Proposals to solicit proposals from engineering consulting firms to establish a new Consulting Pool.
- On December 10, 2004, the City Council authorized proper City officers to negotiate and execute a three-year master services agreement with 31 consulting firms submitting successful proposals.
- On August 6, 2004, the City Council authorized City officers to issue a Request for Proposals to solicit proposals from engineering consulting firms to establish a new Consulting Pool.
- On November 21, 2001, the City Council passed the selection of six consulting firms of the thirteen firms that responded to the RFP. Further passed allowing the City Engineer to be authorized to proceed with the individual project contracts up to \$300,000.00.
- On September 15, 2000, the City Council approved establishment of a Consulting Pool.

**Prepared by:** Greg Schroeder, P.E. Principal Profession Engineer, 673-3718.

**Approved by:**

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

**Presenters:** Greg Schroeder, P.E., Department of Public Works, Transportation Planning and Engineering

**Reviews:**

Permanent Review Committee (PRC): Approval  X  Date  8/27/2010

Civil Rights Approval\* Approval  X  Date  8/27/2010

\* Part of PCR review/approval and input into RFP

Policy Review Group (PRG): Approval       Date  N/A

**Financial Impact**

No financial impact

**Background/Supporting Information**

In 2000, the original vision was to create a Public Works Consulting Pool to meet the established City Goals of providing high quality services and improving efficiency. This was accomplished through the following benefits to the Public Works Department:

1. The time line for hiring a consultant could be cut from approximately sixteen weeks to about one week.
2. Good management suggests that the workforce be adequate to cope with reasonable workload levels, and the peaks could be accommodated using outside resources.
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 expedite work programs.
6. Public Works engineers will be more than designers and contractors, they will be monitoring consultant work, resulting in more well-rounded engineers.
7. The Consulting Pool program will provide opportunities for interaction with 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).

**2008 to 2011 Consulting Pool:**

We received 120 proposals from 55 Consulting firms that were reviewed and ranked to establish the 2008 to 2011 Consulting Pool. In late 2007 and early 2008, the City of Minneapolis Public Works Department executed agreements with 4 General Consultants and 21 Specialty Consultants. The duration of these agreements are for three years and will expire February 14, 2011.

The 2008 to 2011 Consultant Pool has met the city goals establish in 2000 as stated above. The Consultant Pool has enabled the Public Works Department to cut approximately 15 weeks from the time line to hire consultants. This has greatly improved our efficiency to deliver projects on time reducing associated delay costs. In addition, it has enabled us to manage our workload levels more efficiently during peak and/or seasonal demands, and provided opportunities to enhance our Engineers professional skills.

### **Proposed 2011 to 2014 Consulting Pool:**

Because the City's experience since the beginning of the Consulting Pool has been very positive, the Public Works Department is proposing to establish a new Consulting Pool of both General and Special Consultants.

The City of Minneapolis Public Works Department solicited proposals from 113 firms to establish a new Public Works Consulting Pool for February 15, 2011 thru February 14, 2014. In addition, we posted the RFP on our City website. We have received a total of 171 proposals from a total of 60 Consulting firms.

The Public Works Department formed ten teams, comprised of a total of 50 Public Works personnel, to independently review and rank each of the proposals submitted based on the evaluation criteria provided in the RFP. The evaluation criteria included:

- **RFP Understanding/Approach**  
Understanding, clarity, innovativeness, conciseness, organization, and overall responsiveness to the RFP.
- **Firm Experience**  
The qualifications and expertise of the firm and key project personnel in performing the services required for proposed projects.
- **Project Personnel**  
The assignment of qualified and experienced staff responsible for projects that have proven ability to work together as a team on similar projects.
- **Firm Resources**  
The firm's resources such as number of employees, retainage of recognized experts or specialty certified key project personnel and ability to respond on short notice shall be judged.
- **Firm History/Track Record**  
Familiarity and ability to work with the City, Hennepin County, Minnesota Department of Transportation, Department of Natural Resources, Minnesota Pollution Control Agency, Metropolitan Council, and other applicable governmental and regulatory agencies.
- **Firm References**  
The professional and ethical reputation of the firm and staff.
- **Cost to Value**  
Selection was based solely on firms' qualifications unless the fee structure becomes a significant determinant separating firms who are otherwise equally qualified.

Based on this independent review and ranking the Public Works Department recommends the following 29 firms to form the 2011 to 2014 Public Works Consulting Pool:

#### **General Consulting Pool Firms**

AECOM

Kimley-Horn & Associates, Inc

SEH

SRF

**Specialty Pool Firms**

American Engineering Testing, Inc

Alliant Engineering, Inc

BARR Engineering Company

BIKO Associates

Bolton Menk, Inc

Bonestroo

Braun Intertec

Brown & Caldwell

CDM

CH2M HILL

CNA Consulting Engineers

Foth

HDR Engineering, Inc

Houston Engineering, Inc

Howard R. Green Company

Jacobs

Olson & Nesvold Engineers

Stanley Consultants, Inc

Stork Twin Cities Testing

TKDA

ULTEIG

URS

Wenck Associates, Inc

WSB & Associates

Yaggy Colby