



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

Date: November 6, 2007

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

Referral to: Honorable Paul Ostrow, Chair Ways & Means/Budget Committee

Subject: New Public Works "General Consultants" Consulting Pool

Recommendation:

Authorize the proper City Officials to commence negotiations and execution of a master service agreements with each of the 4 successful firms for the Public Works Department General Consultant Consulting Pool. The length of this agreement will be three years from February 15, 2008 to February 14, 2011. The maximum fee per scope (project) will be \$300,000.

Previous Directives:

- 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., Capital Improvement Coordinator, 673-3718

Approved by:

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

Presenters: Greg Schroeder, P.E., Capital Improvement Coordinator, 673-3718

Permanent Review Committee (PRC) Approval _____ Not applicable ____X____

Policy review Group (PRG) Approval _____ Not applicable ____X____

Financial Impact (Check those that apply)

- No financial impact - or - Action is within current department budget (If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Business Plan: Action is within the plan. Action requires a change to plan.
- Other financial impact (Explain):
- Request provided to department's Finance Dept. contact when provided to the Committee Coordinator

Community Impact

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

Background/Supporting Information.

In 2000, the original vision was to create a Consulting Pool to coincide with the established City Goals of providing high quality services, improved the efficiency, and consisted of the following:

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).

2005 to 2008 Consulting Pool:

In early 2005, the City of Minneapolis Public Works Department executed agreements with 6 General Consultants and 25 Specialty Consultants. The duration of these agreements are for three years and will expire February 14, 2008.

The 2005 to 2008 Consultant Pool has met the city goals 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 2008 to 2011 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.

In the past, the Public Works Department issued and processed only one Request for Proposal (RFP) for our Consulting Pool that included a request for both General Consultants and also Specialty Consultants. This year we were requested by the Permanent Review Committee to issue a separate RFP's for General Consultants and Specialty Consultants.

The City of Minneapolis Public Works Department has solicited proposals from 78 firms to establish a new Public Works General Consultant Consulting Pool for February 15, 2008 thru February 14, 2011. In addition, we posted the RFP on our City website. We have received 15 proposals.

Based on the evaluation criteria provided in the RFP the Public Works Department has reviewed and selected the successful firms that will make up the Consulting Pool General Consultants. The evaluation criteria included:

- **RFP Understanding/Approach**
Understanding, Clarity, innovativeness, conciseness, organization, and overall responsiveness to the RFP.
- **Project Personnel**
The assignment of qualified and experienced engineering staff responsible for projects that have proven ability to work together as a team on similar projects.
- **Firm References**
The professional and ethical reputation of the firm and staff. ,
- **Firm Experience**
The qualifications and expertise of the firm and key project personnel in performing the services required for proposed projects.
- **Firm Resources**
Multi-disciplined firms or firms forming a consortium to provide a more complete Scope of Services was given preferential consideration.
- **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.
- **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.

After completing independent proposal reviews, the Public Works Department ranked the firms and recommends the following 4 top firms that will form the 2008 to 2011 General Consultant Consulting Pool list:

Bolton & Menk, Inc

Howard Green & Associates

Short Elliott Hendrickson

SRF Consulting Group