



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

**Date:** November 23, 2004  
**To:** Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee  
**Referral to:** Honorable Barbara Johnson, Chair Ways & Means/Budget Committee  
**Subject:** **New Consulting Pool for Public Works**

**Recommendation:**

1. Authorize the Proper City Officials to commence with negotiating and execution of a master service agreement with each of the thirty-one (31) successful consulting firms. The length of this agreement will be three years from the date the master service agreement is executed. The maximum fee per scope (project) will remain the same, at \$300,000.00.

**Previous Directives:**

- The City Council approved issuance of the RFP on August 6, 2004.
- In November 2001 the City Council approved the first Public Works Consulting Pool.

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**Approved by:** Klara A. Fabry, Director of Public Works

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Klara A. Fabry, P.E., City Engineer, Director of Public Works

**Presenters:** Rhonda Rae, P.E., Director of Engineering Services

**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

Other financial impact (Explain):

Request provided to the Budget Office when provided to the Committee Coordinator

**Background/Supporting Information:**

The City of Minneapolis Public Works Department has solicited proposals from engineering consulting firms to establish a new Public Works Consulting Pool (CP) for three years.

**Previous Consulting Pool (2002-2005):**

On February 15, 2002, Minneapolis Public Works established a CP consisting of six (6) consulting firms from the initial thirteen (13) proposals that were received. The duration of this first CP contract was three years and it will expire on February 14, 2005. The maximum fee for each scope (project) was \$300,000.00. The original vision to create the CP coincides with the established City Goals of providing high quality services and improve the efficiency and consisted of the following:

- 1) 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) CP will assist Public Works during staff shortages.
- 4) If work volume increases, the CP 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 maintains project schedules, and/or expedite work programs.
- 6) Public Works engineers will be more than designers and contractors. As project managers they will be monitoring consultant work. This will result in more well-rounded project engineers.
- 7) The CP program will provide opportunities for interaction with other outside professionals for the city engineers to enhance their skills.
- 8) The CP will provide the City with a mechanism for “on-call” consultants for a quick response to unforeseen needs (emergencies).
- 9) It provides the ability to compare the cost-effectiveness of in-house efforts to the cost of private sector for similar services.

The City’s experience since inception of the CP has been positive. Many of the above goals have been accomplished or exceeded expectations. The City has also found it to be very beneficial to obtain consulting services in a timely manner. The consultants in the pool have also expressed positive comments.

The six selected consulting firms have been involved in seventy (70) scopes (projects) since the inception of the CP. The following is a breakdown of the projects so far:

• BRAA	12 scopes	\$850,045
• HDR	12 scopes	\$2,634,164
• SEH	15 scopes	\$909,529
• SRF	10 scopes	\$578,993
• TKDA	9 scopes	\$749,676
• URS	12 scopes	\$956,524
	Total:	\$6,678,931

**Proposed Consulting Pool (2005 -2008):**

One hundred thirty eight (138) proposals from fifty-three (53) consulting firms were received. The proposals were for general and specialty services. This time, we have selected thirty-one (31) firms, giving the opportunity to more firms to participate in the Minneapolis Public Works projects.

The Public Works Department reviewed and selected the successful member firms that will make up the Consulting Pool based on the evaluation criteria provided in the Request for Proposals (RFP). The evaluation criteria included:

- RFP understanding: Understanding, conciseness, organization, and the overall responsiveness to the RFP.
- Project personal: The assignment of qualified and experienced engineering staff responsible for projects who have proven ability to work 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 personnel in performing the services required for proposed projects.
- Firm resources: Multi-discipline 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 Dept. of Transportation, Dept. of Natural Resources.
- Cost to value: Selection was based solely on firms' qualifications unless the fee structure became a significant determinant separating firms who are otherwise equally qualified.

The following is the General and the list of Specialty Services and the successful firms:

- General consulting services: TKDA, SEH, HDR, BRAA, SRF, and URS
- Traffic operations: Westwood Professional, Edwards & Kelcey, and Benshoof
- Transportation planning/studies: Meyer-Mohaddes, HNTB, and Alliant Engineering
- Transit related projects: Kimley-Horn, Benshoof, and Westwood Professional
- Solid waste studies: Foth & VanDyke and R.W. Beck
- Sewer system/storm water management: Wenck, CDM, and Barr Engineering
- Tunnels: CNA Consulting Engineers, Black & Veatch, and CDM
- Potable water: Black & Veatch, CH2M HILL, and CDM
- Building (structural, architectural, mechanical, electrical & security): LHB, Miller Dunwiddie, and HGA
- Bridges: Edwards & Kelcey, HNTB, and Stanley Consultants
- Citizen participation/communication: Zan Associates, HNTB, and HGA
- Environmental investigation & consulting services: Braun Intertec, Eneco Tech, and Peer Engineering
- Geotechnical investigation & consulting services: Braun Intertec, Northern Technologies, and Barr Engineering
- Material testing services: Braun Intertec, Stork Twin City Testing, and Northern Technologies

C: Burt Osborne, City Attorney's Office