



MAYOR & COUNCIL COMMUNICATION

DATE: October 6, 2015
REGULAR
ITEM # 16

AGENDA ITEM: Inwood Water Tower (No. 4) – Approve Engineering Services Task Order for Design and Construction.

SUBMITTED BY: Chad Isakson, Project Engineer

THROUGH: Clark Schroeder, Interim City Administrator

REVIEWED BY: Jack Griffin, City Engineer

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item.....City Engineer
- Report/Presentation.....City Engineer
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate.....Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: Engineering.

FISCAL IMPACT: \$65,700 to complete the preliminary and final design including the preparation of plans and specifications and bidding services.

Authorizing the preparation of plans and specifications for the Inwood Water Tower (No. 4) commits the City to incur the engineering costs necessary to complete detailed design and receive contractor bids to ready the project for 2016/2017 construction. The council will be asked to award a contract for construction in March 2016 once contractor bids are received, at which time the City would commit to the remaining project costs.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to award a Professional Engineering Design and Construction Support Services Contract to SEH for the Inwood Water Tower (No. 4) project. The recommended motion for the action is as follows:

“Move to approve a Professional Engineering Design and Construction Support Services Contract with SEH for the Inwood Water Tower (No. 4) project in an amount not to exceed \$108,500.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The Inwood Water Tower (No. 4) Improvement is a \$3.0 million project. The elevated storage tank will provide water supply and fire suppression storage for the City’s high pressure zone in the southwest portion of the City. The facility will be constructed on a 1.5 acre site located along Inwood Avenue approximately half-way between 10th Street and 15th Street. The site was purchased by the City in 2015. The Inwood Water Tower (No. 4) will be partially funded using MN-DEED Grant funds and partially funded through the issuance of general obligation bonds with bond payments made from the water enterprise funds.

The project need and location is consistent with the City’s Comprehensive Water System Plan and was programmed in the Capital Improvement Plan for construction in 2015/2016. The project has been delayed due to the delay in the City’s MN-DEED grant receipt. Proceeding at this time will bring the water tower into operation in the summer/fall 2017.

To complete the engineering design, the City Engineer prepared and sent out a Request for Proposal (RFP) for Engineering Support Services that includes the preparation of plans and specifications; plan printing, distribution and bidding services; construction administration, and construction observation. FOCUS Engineering will provide council communication, project management, construction administration support, and will oversee the project design standards and documents to be incorporated with the project plans.

The RFP was sent to five firms from the City’s Engineering Consultant Pool, including AE2S, Bolton and Menk, MSA, SEH, and TKDA. The proposals were received on September 22, 2015. Upon a detailed review of the proposals it is the City Engineer’s recommendation to enter into a services agreement with SEH for this project. Proposals were reviewed and ranked on the following basis:

- Project Team Qualifications with a focus on a Project Manager and Team with specific elevated storage tank experience including composite elevated storage tanks.
- Demonstrated understanding and experience with the project and understanding of the critical success factors for the City of Lake Elmo.
- Understanding the scope of work and roles and responsibilities of the Consultant.
- Collaboration of skills and responsiveness demonstrated during the RFP submittal process.
- Engineering Fees, with a detailed breakdown that is consistent with the Consultant’s written work plan in the proposal.

The attached table summarizes the fees proposed by each consultant, ranging from \$108,500 to \$198,690. Engineering Fees are subtotaled for each project phase including Plans and Specifications, Bidding, and Construction Services. The size and style of tower will be determined during the preliminary design phase of the improvements.

The City Engineer is recommending a contract be awarded to SEH, Inc. SEH has assigned a qualified team appropriate for the level of work required for this project, they were engaged and responsive throughout the proposal preparation process, they have demonstrated a thorough understanding of the work to be performed by them, and they were the lowest cost both with observation and adjusted without observation taken into account.

RECOMMENDATION:

Staff is recommending that the City Council award a Professional Engineering Design and Construction Support Services Contract to SEH for the Inwood Water Tower (No. 4) project. The recommended motion for the action is as follows:

“Move to approve a Professional Engineering Design and Construction Support Services Contract with SEH for the Inwood Water Tower (No. 4) project in an amount not to exceed \$108,500.”

ATTACHMENT(S):

1. Project location map.
2. Proposal Fee Summary.