



MAYOR AND COUNCIL COMMUNICATION

DATE: 11/4/15
REGULAR
ITEM #: 18
MOTION

AGENDA ITEM: RFP for Engineering and Legal services
SUBMITTED BY: Clark Schroeder
THROUGH: Clark Schroeder
REVIEWED BY: **Clark Schroeder**

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item.....Staff
- Report/PresentationStaff
- 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

PUBLIC POLICY STATEMENT NO POLICY STATEMENT

SUMMARY AND ACTION REQUESTED:

A request has been made by a council member to issue a RFP for Engineering and Legal Services for Lake Elmo with an effective adoption of 1/1/16.

BACKGROUND AND STAFF REPORT:

The history of Lake Elmo contracting for Engineering services is one of longevity. For 37 years, Lake Elmo contracted with TKDA. Due to issues outside of the control of Lake Elmo, in 2011 that relationship ended. At that point, Lake Elmo started contracting with Focus Engineering. For legal services, Lake Elmo has been working with Mr. Snyder through two different law firms for a number of years. The current law firm is Johnson & Turner. Needless to say, continuity for these services is important to a city with high staff turnover and should be weighed in any decision the council makes. If the council votes to put out RFP's, staff would seek out templates from other cities that have done this so we don't have to start from scratch. Staff would send this out via the League of Minnesota Cities.

RECOMMENDATION:

This is a city council decision so two option are proposed.

“Move to direct staff to issue RFP’s for engineering and legal services for 2016”

“Move to not issue RPF’s for engineering and legal services for 2016”

ATTACHMENT(S):