



## STAFF REPORT

DATE: December 12, 2017

**AGENDA ITEM:** General Engineering and Landscape Architecture Services (Agenda items 4 ad 5)

**SUBMITTED BY:** Kristina Handt, City Administrator

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### **BACKGROUND:**

The City Council approved issuing a Request for Proposals (RFP) for General Engineering Services and one for Landscape Architecture Services in October. The City received 5 proposals for General Engineering Services and 5 proposals for Landscape Architecture Services. Staff reviewed the proposals and selected the top 3 firms in each category to interview with the Council. Council held the interviews on November 28<sup>th</sup>.

### **ISSUE BEFORE COUNCIL:**

Who should council direct staff to begin contract negotiations with?

### **PROPOSAL:**

Copies of the proposals are available at the previous link (November 28<sup>th</sup> meeting) if Council needs to review them again. Council was asked to score each presentation in 5 areas. Council may use that information to make a decision on who staff should begin negotiating with.

Staff recommendation is to negotiate with Focus Engineering or Bolton and Menk for General Engineering Services and to negotiate with Bolton and Menk or Wenck for Landscape Architecture Services. As was mentioned at the last meeting, staff would anticipate some negotiation with any firm chosen.

### **FISCAL IMPACT:**

Council had discussed wanting to look at the fees in order to inform their decision at the November 28<sup>th</sup> meeting. Following the meeting, the fee schedules were emailed to Council and staff.

Staff would anticipate some negotiations with respect to the fee proposals regardless of which firm is chosen.

Council member Lundgren had asked for an analysis of the different fee proposals. Given how each firm is organized differently and each project has different components, it is difficult to do an in depth analysis. Staff can offer a comparison on General Engineering Services (not projects) as those tasks are similar for each firm.

<b><u>Firm</u></b>	<b><u>General Engineering (not projects)</u></b>
Focus	Hourly rate with annual costs around \$35-37,000 Hourly rates \$65-120 depending on position Vehicle mileage reimbursement at IRS rate Identifiable printing and reproduction costs

Bolton and Menk	\$30,000 flat annual cost (\$2,500/month) or Hourly rates of \$65-75 depending on position No additional charge for mileage, document reproduction, etc Would provide new GIS at no cost, thereby saving the city \$13,500 in current subscription fees annually
WSB	Monthly retainer of \$2,600 Hourly rates \$156-173 depending on position \$80 per meeting (Council, Commissions) Mileage included in rates

<b>Firm</b>	<b>Landscape Architect</b>
Bolton and Menk	\$120/hour
WSB	\$173/hour
Wenck	\$130/hour

**OPTIONS:**

- 1) Direct staff to negotiate with either Focus Engineering, Bolton and Menk or WSB for General Engineering Services
  
- 1) Direct staff to negotiate with either Bolton and Menk, WSB or Wenck for Landscape Architecture Services.

**ATTACHMENTS:**

None