THE CITY OF LAKE ELMO

MAYOR & COUNCIL COMMUNICATION

DATE: **March 4, 2014**
CONSENT
ITEM # 5

AGENDA ITEM: Professional Engineering Support Services Consulting Pool – Approve Updated Pool to add Landscape Architecture, Inc. in the area of Landscaping and Urban Design

SUBMITTED BY: Kyle Klatt, Community Development Director

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Jack Griffin, City Engineer

SUGGESTED ORDER OF BUSINESS (if removed from Consent Agenda):

- Introduction of Item ....Community Development Director
- Report/Presentation………………………...Community Development Director
- Questions from Council to Staff .... Mayor Facilitates
- Call for Motion .... Mayor & City Council
- Discussion .... Mayor & City Council
- Action on Motion... Mayor Facilitates

POLICY RECCOMENDER: Staff (Community Development Director and City Engineer)

FISCAL IMPACT: None – the Community Development Director intends to utilize a landscape architect/forester to perform plan reviews for subdivisions and site plans. The costs of these reviews will be a reimbursable item through development escrows.

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider approving the updated Professional Engineering Support Services Consulting Pool, thereby adding Landscape Architecture, Inc. in the area of landscaping and urban design.

If removed from the consent agenda, the recommended motion for this action is as follows:

"Move to approve the updated Professional Engineering Support Services Consulting Pool, thereby adding Landscape Architecture, Inc. in the areas of landscaping and urban design."

LEGISLATIVE HISTORY: The City Council approved the Professional Engineering Support Services Consulting Pool on March 20, 2012. The purpose of the pool is to establish a list of prequalified firms for staff to turn to for specialized engineering, architectural, landscape architectural, surveying and other support services when the need arises. The prequalification step serves to streamline the process for staff to access the available support services and to simplify the Request for Proposal (RFP) process when a specific project need is requested. It is also the practice of the City to amend the pool from time to time as needed to allow the City to add/drop consulting firms as deemed in the City's best interests. The pool has previously been updated to include AE2S to allow the city to access their specialized expertise in the areas of Water and Wastewater Systems and to add EOR in the area of surface water.

At this time the Community Development Director is recommending that Landscape Architecture, Inc. be added to the Consulting Pool so that their specialized expertise in landscaping and urban design may be made available for assisting staff with various engineering studies and design and general land use reviews. Staff will be asking the firm to provide a list of staff with resumes that would be assigned from time to time to city services and projects and to also submit a current Professional Services Schedule of Billing Rates. If approved, Landscape Architecture, Inc. would be asked to enter into a General Services Agreement in the form provided by the City.

BACKGROUND INFORMATION (SWOT):

Strengths	• The addition of Landscape Architecture, Inc. to the consulting pool will provide a service that is needed on various City and development projects
Weaknesses	• None
Opportunities	• Landscape Architecture, Inc. has experience working with storm water ponds and infiltration area; this is an area that will be critical to have reviewed as part of new development plans
Threats	• None

RECOMMENDATION: Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, the updated Professional Engineering Support Services Consulting Pool, thereby adding Landscape Architecture, Inc. in the areas of landscaping and urban design. If removed from the consent agenda, the recommended motion for this action is as follows:

"Move to approve the updated Professional Engineering Support Services Consulting Pool, thereby adding Landscape Architecture, Inc. in the areas of landscaping and urban design."

ATTACHMENTS:

1. Updated Professional Engineering Support Services Consulting Pool
2. Landscape Architecture, Inc. Background Information (from website)