



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

Date: September 11, 2007
To: Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee
Referral to: Honorable Paul Ostrow, Chair Ways & Means/Budget Committee
Subject: Authorization to issue an RFP for Consulting Pool

Recommendation:

Authorize the proper City Officials to issue a Request for Proposals to solicit proposals from engineering consulting firms. Further, the City Officials are to evaluate the proposals and select the suitable candidates for the Consulting Pool and make recommendations to the City Council.

Previous Directives:

- On December 10, 2004, the City Council authorized proper City officers to negotiate and execute a three-year master services agreement with 31 consulting firms submitting successful proposals.
- On August 6, 2004, the City Council authorized City officers to issue a Request for proposals to solicit proposals from engineering consulting firms to establish a new Consulting Pool.
- On November 21, 2001, the City Council passed the selection of six consulting firms of the thirteen firms that responded to the RFP. Further passed allowing the City Engineer to be authorized to proceed with the individual project contracts up to \$300,000.00.
- On September 15, 2000, the City Council approved establishment of a Consulting Pool.

Prepared by: Greg Schroeder, P.E., Capital Improvement Coordinator, 673-3718

Approved by:

Steven A. Kotke, P.E., City Engineer, Director of Public Works

Presenters: Greg Schroeder, P.E., Capital Improvement Coordinator, 673-3718

Permanent Review Committee (PRC) Approval Not applicable _____

Policy review Group (PRG) Approval _____ Not applicable

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
- Business Plan: Action is within the plan. Action requires a change to plan.
- Other financial impact (Explain):
- Request provided to department's Finance Dept. contact when provided to the Committee Coordinator

Community Impact

- Neighborhood Notification:
- City Goals:
- Comprehensive Plan:
- Zoning Code:

Background/Supporting Information.

In 2000, the original vision was to create a Consulting Pool to coincide with the establish City Goals of providing high quality services and improve the efficiency and consisted of the following:

1. The 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. The Consulting Pool will assist Public Works during staff shortages.
4. If work volume increases, the Consulting Pool 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 maintain project schedules, and/or expedite work programs.
6. Public Works engineers will be more than designers and contractors, they will be monitoring consultant work, resulting in more well-rounded engineers.
7. The Consulting Pool program will provide opportunities for interaction with other outside professionals for the city's engineers to enhance their skills.
8. The Consulting Pool will provide the City with a mechanism for "on-call" consultants for a quick response to unforeseen needs (emergencies).

Proposed 2008 to 2011 Consulting Pool:

The City's experience since inception of the Consulting Pool has been very positive. Many of the 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.

Based on this favorable experience Public Works is requesting authorization to commence the Request for Proposals (RFP) process to activate a new 2008 to 2011 Consulting Pool. Public Works will follow standard City policies for RFP's.