

**City of Ramsey**  
**Agenda**  
**Public Works Committee**  
**Tuesday June 21, 2011**  
**Tour Water Tower #3 5:00 - 5:30**  
**regular meeting immediately following tour**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
  1. Approve Public Works Committee Meeting Minutes:
5. **Committee Business**
  1. Consider Using Pavement Reinforcement Systems on Overlay Projects
  2. Consider Policy on Turf Establishment Related to City Improvement Projects
  3. Consider Policy for Importing Material into the COR
  4. Review Summary of Proposals for Professional Engineering Services and Development of a Consulting Pool
6. **Committee/Staff Input**
7. **Adjournment**

**Public Works Committee**

**4. 1.**

**Meeting Date:** 06/21/2011

**By:** MaryJo Warner, Engineering/Public Works

**Title:**

Approve Public Works Committee Meeting Minutes:

**Background:**

Approve Public Works Committee Meeting Minutes:

Regular Meeting Minutes dated May 17, 2011

**Notification:**

**Observations:**

**Funding Source:**

n/a

**Staff Recommendation:**

**Committee Action:**

**Attachments**

Minutes 05.17.11

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Himmer	Tim Himmer	06/13/2011 05:24 PM
Brian Olson	MaryJo Warner	06/14/2011 09:38 AM
Kurt Ulrich	Kurt Ulrich	06/15/2011 02:20 PM

Form Started By: MaryJo Warner

Started On: 06/13/2011 03:32 PM

Final Approval Date: 06/15/2011

**PUBLIC WORKS COMMITTEE  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Public Works Committee conducted a regular meeting on Tuesday, May 17, 2011 at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:           Chairperson Colin McGlone  
                                  Mayor Bob Ramsey  
                                  Councilmember David Elvig

Also Present:               City Administrator Kurtis G. Ulrich  
                                  Deputy City Administrator Heidi Nelson  
                                  Public Works Director Brian Olson  
                                  City Engineer Tim Himmer  
                                  Development Manager Darren Lazan (arrived 6:00 p.m.)  
                                  Councilmember David Jeffrey (arrived 6:45 p.m.)  
                                  Councilmember Jason Tossey  
                                  Councilmember Jeffrey Wise (arrived 6:00 p.m.)  
                                  Councilmember David Jeffrey (arrived 6:45 p.m.)  
                                  Councilmember Randy Backous (arrived 7:00 p.m.)  
                                  Street Supervisor Grant Reimer

**CALL TO ORDER**

Chairperson McGlone called the regular meeting of the Public Works Committee to order at 5:30 p.m.

**CITIZEN INPUT**

There was none.

**APPROVE AGENDA**

Motion by Councilmember Elvig, seconded by Mayor Ramsey to approve the agenda, as presented.

Motion carried. Voting Yes: Chairperson McGlone and Councilmember Elvig and Mayor Ramsey. Voting No: None.

**APPROVE MINUTES**

Motion by Councilmember Elvig seconded by Mayor Ramsey to approve the minutes from the April 19, 2011 Public Works Meeting.

Motion carried. Voting Yes: Chairperson McGlone and Councilmember Elvig and Mayor Ramsey. Voting No: None.

## **COMMITTEE BUSINESS**

### **Case #1: Consider Stormwater Utility Rate Change Request from Green Valley Greenhouse**

Public Works Director Olson reviewed the staff report.

Councilmember Elvig asked if Green Acres is classified as agricultural.

Public Works Director Olson answered it is. He noted there was a lot of flooding in this area previously, and a rate reduction was requested at that time. Staff felt it was important to provide a service and brought pumps to the location. Ultimately, the owner installed a storm sewer pipe and took care of the issue himself.

Councilmember Elvig pointed out the City has asked the owner to put many things in place to protect his property, and he has. He stated he is in favor of making this change.

Public Works Director Olson added the owner has been a good partner with the City of Ramsey. The applicant is requesting a backdating of the stormwater activity to when the issues began. The City Ordinance prohibits this backdating. He suggested dating back to July 2009 which is when the staff went out to verify the pond was there.

Motion by Councilmember Elvig, seconded by Mayor Ramsey, to recommend that the City Council approve a request to change the stormwater utility fees to \$37.08 for Green Valley Greenhouse, retroactive to July 2009.

Motion carried. Voting Yes: Chairperson McGlone and Councilmember Elvig and Mayor Ramsey. Voting No: None.

### **Case #2: Consider Installing Permanent Power for Happy Days Celebration**

Public Works Director Olson reviewed the staff report. He noted he does not have a fuel cost. He explained Connexus gave a preliminary estimate and it could change when the fixed costs come in.

Mayor Ramsey clarified the area under discussion. He said he could see where a generator would be needed at the stage area, and one near the food vendors. He added the issue with having one where the carnival would be is that there is not enough power for a carnival anyway.

Richard Chubb, Happy Days Chair, noted there is no carnival this year. The third generator would be for the inflatables.

Mayor Ramsey suggested having two, 200 amp services.

Chairperson McGlone stated his concern is with the cost of \$13,000 and running three lines. He asked if a heavier line could be run and lessen the cost. He also expressed concern with having a generator on both sides of a street that does not exist yet. Developments would change the landscape, and the landscape would change the event. He suggested putting the service in across the street, with a speedbump over the wire.

Discussion took place regarding the type of service needed and possible locations.

Mayor Ramsey said he would like to see what the configuration would look like.

Public Works Director Olson offered to show the Council what it would look like at the June Council meeting when the Council discusses the item. He explained they would look much like what is at campgrounds for power.

Motion by Councilmember Elvig, seconded by Mayor Ramsey, to recommend that the City Council consider approval of installing permanent power of either 400 amp service in one location, or 200 amp service in 2 locations, dependent on further research, on the east side.

Motion carried. Voting Yes: Chairperson McGlone and Councilmember Elvig and Mayor Ramsey. Voting No: None.

### **Case #3: Consider The Use of Social Media in Public Works**

Street Supervisor Reimer reviewed the staff report.

Councilmember Elvig posed the question of what communications are available for those that do not use email and internet.

Public Works Director Olson indicated this would not replace regular postal mail and phone line options. Public Works would most likely continue to send construction alerts by mail.

Chairperson McGlone questioned why the sites would be specific to Public Works. Since the City does have a Facebook page, it could include communications from Public Works.

City Administrator Ulrich stated the Staff is looking into customer response management software and whether it would save Staff from placing phone calls versus sending out one tweet. It could save money and Staff in the long run. The City will consider social media as a communications tool for all departments, but it is working on this incrementally.

Councilmember Elvig noted the site should have a link to the County for purposes of issues on a County road.

Public Works Director Olson indicated an event can be set up for a construction event on Facebook. Any issues on roads can be reported on this page as well. There are other similar

sites to use, however there is not sufficient staff time to monitor each site. He said Planning Intern Patrick Brama will research the Citizen Request Tracker which is used in other cities.

Motion by Mayor Ramsey, seconded by Chairperson McGlone, to recommend that the City Council consider conducting research in an effort to begin using Facebook and Citizen Request Tracker as communication tools for the Public Works Department.

Motion carried. Voting Yes: Chairperson McGlone and Mayor Ramsey and Councilmember Elvig. Voting No: None.

Mayor Ramsey announced Councilmember Tossey will take his place for the remainder of the meeting.

Mayor Ramsey left at 6:19 p.m.

**Case #4: Consider Options for Street Sweeping**

Grant Reimer reviewed the staff report.

Chairperson McGlone stated he placed phone calls since this is a complex case. He explained there are more factors to consider. He listed the following findings: the truck mounted unit is faster, but does not carry as much water; a new government regulation is about to pass on sweepers and it may not be wise to spend money on something that is useless in a short time; the City of Plymouth subcontracts out all its work; refurbished pieces of equipment may prove to be feasible. He proposed the City research the possibility of subcontracting out its work. He also explained the responsibility of the tow truck is to clean up after an accident, and that should be mandated. Also, developers should be mandated to clean up after their work.

Public Works Director Olson pointed out one issue with having contractors perform the work is it may not be done as timely as the City would have it done. He explained this item came up because it is nearing time to start the budget for next year. He said the spring sweeping is done and the quotes they are requesting are for budget purposes.

Chairperson McGlone stated his mission is to be cost effective. In the coming year, more research can be done to make sure the City is working efficiently.

Public Works Director Olson clarified the Committee reached a consensus to research costs of subcontracting by discussing this option with the City of Plymouth, and look at the viability of using refurbished sweepers.

**Case #5: Consider Priority Streetlight Installation Related to Various 2011 Improvement Projects**

City Engineer Himmer reviewed the staff report.

Chairperson McGlone inquired if this is all the lights the City perceives will be needed.

City Engineer Himmer answered these lights are the carryover from what was purchased last year. Typically, the City receives several calls per year for nonworking street lights. There will be more lights needed in The COR as it develops. He explained there is \$1 million in the lighting fund. These funds can only be used for lights. Some of the funds are paid in by developers and some are used specifically for development lighting. At the same time, some funds are being used for vandalism repair, etc.

Councilmember Tossey stated this is an item that should be brought to the Council. He expressed his desire to see less taken from taxpayers.

Councilmember Elvig suggested a work session be scheduled to talk about the policy.

Motion by Councilmember Elvig, seconded by Councilmember Tossey, to recommend that the City Council direct staff to install all the streetlights referenced in this case with a dedicated funding source for each, which will be determined based upon submission of additional information and discussion.

Motion carried. Voting Yes: Chairperson McGlone and Councilmembers Elvig and Tossey. Voting No: None.

#### **Case #5: Review Mass Grading Concepts and Import Policy for The Cor**

Development Manager Lazan reviewed the staff report. He noted Steve Sabraska from Landform is present.

City Engineer Himmer pointed out there are still wetlands on the site, and that hurdle needs to be cleared.

Councilmember Elvig stated he is in favor of using the pond for grading. He expressed concern with utilizing the planned access and proposed an access from the north may work better. He questioned what the next step is to formulate a policy.

Chairperson McGlone suggested a model policy be drafted and presented to the HRA.

#### **COMMITTEE INPUT**

Councilmember Elvig raised the issue that residents are commenting that the City does not follow its own Ordinances. The construction on his street is not using the four inches of topsoil as the City directs residents to do. Also, the City has reduced its capacity to maintain grass mowing in parks, which allows weeds to grow, and spread into next door citizens' yards.

City Engineer Himmer indicated the topsoil in that particular capacity is not in the Ordinance. It is new construction that triggers the topsoil requirements. He explained there is no policy in place to help determine what type of seed or sod should be used in certain instances. He stated this issue will be brought to the Public Works Committee in June for discussion.

City Administrator Ulrich noted the mowing issue should be discussed at a future Public Works Committee meeting and be drafted into a policy.

**ADJOURNMENT**

Motion by Chairperson McGlone, seconded by Councilmember Tossey to adjourn the Public Works Committee Meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 7:18 p.m.

Respectfully submitted,

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Brian Olson  
Public Works Director

Drafted by Chris Moksnes  
*TimeSaver Off Site Secretarial, Inc.*

**Public Works Committee**

**5. 1.**

**Meeting Date:** 06/21/2011

**By:** Grant Riemer, Engineering/Public Works

**Title:**

Consider Using Pavement Reinforcement Systems on Overlay Projects

**Background:**

The main purpose of pavement reinforcement systems is to reduce reflective cracking in new overlay projects. Reflective cracking happens when cracks in the existing roadway work through the new overlay in the same location as the old road surface. Rule of thumb for this timeline is 1 inch per year more or less. Our current standard is 1.5" for an overlay, so it's quite common for us to see reflective cracking the following season after an overlay project. How pavement reinforcement systems work is the mesh is placed on top of a thin leveling course of asphalt placed over the existing roadway. The existing roadway is prepared by sweeping and filling all cracks over a 1/4." Next a layer of tack is sprayed on the existing roadway, the leveling course of asphalt is applied and then the mesh. Another coat of tack is sprayed on the leveling course, but not required for the installation of the mesh, and then the final lift of the overlay (1-1/2" min.) The theory is the cracks will hit the mesh and be directed horizontally instead of continuing vertically to the surface.

**Notification:**

**Observations:**

At the time this case was written staff had contacted the manufacturer of GlasGrid for more information on their product, such as price, people who have used the product in our area, and contractors' familiar with the product installation. Brochures with product samples and information will be available at the meeting. Use of the product would come with the added expense of the product, the extra asphalt leveling course and any other special installation requirements. On the plus side the product could extend our maintenance intervals and save money on future maintenance.

**Funding Source:**

MSA Funds

**Staff Recommendation:**

With more research I think the product could have potential use in our road system. Staff would recommend a test section on our MSA system, if the cost isn't too prohibitive. Staff would recommend the section of Alpine Dr scheduled for an overlay project in 2012. If the committee members recall, we are overlaying Alpine Dr from Ramsey Blvd east to the skate park this year. Next year the road will be overlaid from the skate park, east to Sunfish Lk Blvd, with a trail constructed the full length of the segment. These two sections of road would give us an excellent chance to compare the road with and without the reinforcement system. Both sections of roadway would have similar traffic loads and soil conditions. The trail could also possibly be included in the study as well.

**Committee Action:**

Informational only- no action by committee required.

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Grant Riemer	06/15/2011 09:31 AM
Grant Riemer (Originator)	MaryJo Warner	06/15/2011 09:34 AM
Brian Olson	MaryJo Warner	06/15/2011 09:35 AM

Kurt Ulrich

Kurt Ulrich

06/15/2011 02:20 PM

Form Started By: Grant Riemer

Started On: 06/14/2011 02:34 PM

Final Approval Date: 06/15/2011

## Public Works Committee

5. 2.

**Meeting Date:** 06/21/2011

**By:** Tim Himmer, Engineering/Public Works

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**Title:**

Consider Policy on Turf Establishment Related to City Improvement Projects

**Background:**

On every City improvement project turf establishment is always the most contentious matter when it comes to residents & business owners. The infrastructure (street paving, utility installation, etc.) portions of project are fairly straight forward; is runoff being directed where it's supposed to go, do the utilities pass all required testing criteria, are things working as designed. Turf restoration always draws the most attention, as this work is taking place outside the roadway in the boulevard area and people believe that this directly impacts their property, but is the least scrutinized. While a majority of the restoration takes place within the right-of-way residents are still required to maintain this area and consider it an extension of their property. Other areas of restoration occur within easements, either along front or side lots as dedicated on the plats, or as acquired (temporary or permanent) during project initiation.

Staff continues to hear comments that we should be following our own rules related to topsoil requirements, but the current ordinance is only triggered by the construction of a new principle structure. During the development of project scope on all City improvements staff reviews the potential areas of impact on a case-by-case basis and make a decision on what would be the most appropriate means of restoration. Following are some considerations in that decision:

- Is the overall area a highly manicured urban type neighborhood or is it a more rural type setting
- Is it City land or private property
- Is the area used strictly for public purpose (drainage ditches/ponds vs. boulevard that drains to street)
- Who is responsible to maintain the area
- What are the current soil types in the area

From this gathered information we determine what would be an appropriate means of restoration, and include this information within the project feasibility study and estimates. We always evaluate the entire project as one; we do not attempt to perform different types of restoration for different areas - everyone gets the same treatment within the project area (except steep slope/highly erodible areas).

**Notification:**

**Observations:**

Over the past couple of years we have had considerable issues and received numerous complaints regarding turf restoration on projects. With all the recent topsoil discussions people believe that they will be receiving a high quality material for restoration. They do not look into the details of this portion of the project, but are more concerned with how the area will drain, does it impact their access, will they lose any trees, will their landscaping, etc. be impacted. Once the project is nearing completion and turf restoration is being established then several issues are brought forward as a concern; where is the topsoil, why didn't you sod vs. seed, why didn't we get what that project received, how long will it take to establish, who's responsible to maintain (water), etc.

Because staff reviews these issues on a case-by-case basis, regardless of what we do we are inevitably questioned and instructed where we went wrong and how we should have done it differently. Staff is looking for direction on establishing a policy for turf restoration on all projects, which includes the following:

- topsoil requirements (import vs. salvage & reinstall)
  - should there be a differentiation between urban (curb & gutter) areas and rural (ditch section) areas?
  - depth

- method (seed vs. sod)
  - how handle on steep slope areas (hydroseed, geotextile blanket, etc.)
  - maintenance (watering) - MnDOT specs. require the contractor to be responsible for 30 days
- time of the year
  - dormant seeding vs. temporary erosion control for late season
  - sod everything

I'm sure there are other factors that can also be included but this is a flavor for issues staff typically receives complaints on, and can serve as a basis for discussion and development of a policy.

**Funding Source:**

Development of the policy will be handled with staff time and therefore funded through the general fund. Funding for the actual implementation will depend on the specific improvement project and could include enterprise funds, general fund, property assessments, state aid, TIF, etc. Regardless of the final policy developed there will be cost considerations for each project, which must be identified and communicated prior to construction so there is no confusion during the approval process or during implementation.

**Staff Recommendation:**

Staff would like to receive direction an preparing a City policy for turf establishment on City improvement projects.

**Committee Action:**

Based upon discussion.

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	MaryJo Warner	06/16/2011 12:59 PM
Kurt Ulrich	Jo Thieling	06/16/2011 03:58 PM
Form Started By: Tim Himmer		Started On: 06/16/2011 10:18 AM
Final Approval Date: 06/16/2011		

## Public Works Committee

5. 3.

**Meeting Date:** 06/21/2011

**By:** Tim Himmer, Engineering/Public Works

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**Title:**

Consider Policy for Importing Material into the COR

**Background:**

In late 2010, the HRA authorized Landform to perform an extensive review of the grading, hydrology, and import policies for The COR. Over the last several years it has been assumed that the current site would require considerable fill to meet the proposed grades, and accordingly we have been accepting appropriate fill materials on-site in anticipation of that shortfall.

The current development plan for The COR contemplates a considerable pond structure that will generate fill for the site, but it was unknown as to how much fill was necessary, and how much would be generated by this pond structure. Accordingly, the analysis needed to consider enough hydrological review to establish the pond volumes and determine the volume generated. It was the direction of the HRA to generate an import policy based on these design efforts, that would guide the procurement of import materials, testing, and placement.

**Notification:**

**Observations:**

A mass grading concept design was completed based on Development Plan 5.02, and the hydrologic review of the subject site, as well as the anticipated inflow from outside the project borders. The grading contemplates a predominant commercial/retail use on the west side of the site, and accordingly provides pad elevations consistent with the proposed uses. With the exception of the proposed pond structure, there were no remarkable conditions encountered in the design. The design contemplates routing the majority of the remaining developable area through the new pond, then outletting to the existing system and eventually to the river.

The attached cut/fill analysis was reviewed by the PW Committee on May 17, 2011, and like the HRA, staff was directed to develop a policy for accepting import material to execute the proposed final grading analysis. Based on the findings of the grading analysis, it appears that the proposed site will be approximately 100,000 cubic yards short of balancing. A deeper excavation of the new pond could offset that by approximately 50,000 yards which would still likely result in the need for additional material.

Items to consider when developing this import policy include:

- Pricing, which the Committee has stated should be free, but if we are unable to secure free clean fill we should have a process in place to consider acquiring material on a case-by-case basis.
  - Request a written proposal from anyone looking to provide material to the COR
  - Determine what City entity/governing body would be responsible to review and analyze such proposals
  - Request options for placement into a stockpile location and/or placed, compacted, etc.
- Placement locations - where are the highest priority areas for development
- Material types - do we accept all clean fill or limit it to existing site condition (primarily sand)
  - Are we interested in accepting topsoil, clays, peat, silts, etc.?
- Testing
  - The City should be responsible for all compaction & placement testing services to ensure that the underlying soils are adequate to support the newly placed material (removal of buried organics, placed in appropriate lifts, acceptable densities, etc.)
  - The provider should be responsible to prove that the material is clean compactable fill, without restrictions

- Access - what is the preferred/required access route for import trucking, this could be based upon placement location
- Erosion control measures - who is responsible for the installation of perimeter controls, turf establishment, & street sweeping along the haul routes

Once direction is received a final fill placement plan can be prepared that outlines all the information discussed above. We would also need to secure a Watershed permit, as the current permit is good for the implementation of the previous RTC grading plan and wetland impacts are proposed under this grading and fill analysis.

**Funding Source:**

Funding for the Landform work to date, to complete the mass grading plan and cut/fill analysis, was funded through the HRA. Funding to import material to the COR for the implementation of the mass grading plan will be discussed and developed as part of the policy discussion.

**Staff Recommendation:**

Staff is seeking direction from the Committee on the items identified above to formalize a policy for soil import into the COR.

**Committee Action:**

Based upon discussion.

**Attachments**

Mass Grading Plan

Cut/Fill Analysis

**Form Review**

**Inbox**

Brian Olson

Kurt Ulrich

Form Started By: Tim Himmer

**Reviewed By**

MaryJo Warner

Jo Thieling

**Date**

06/16/2011 03:42 PM

06/16/2011 03:58 PM

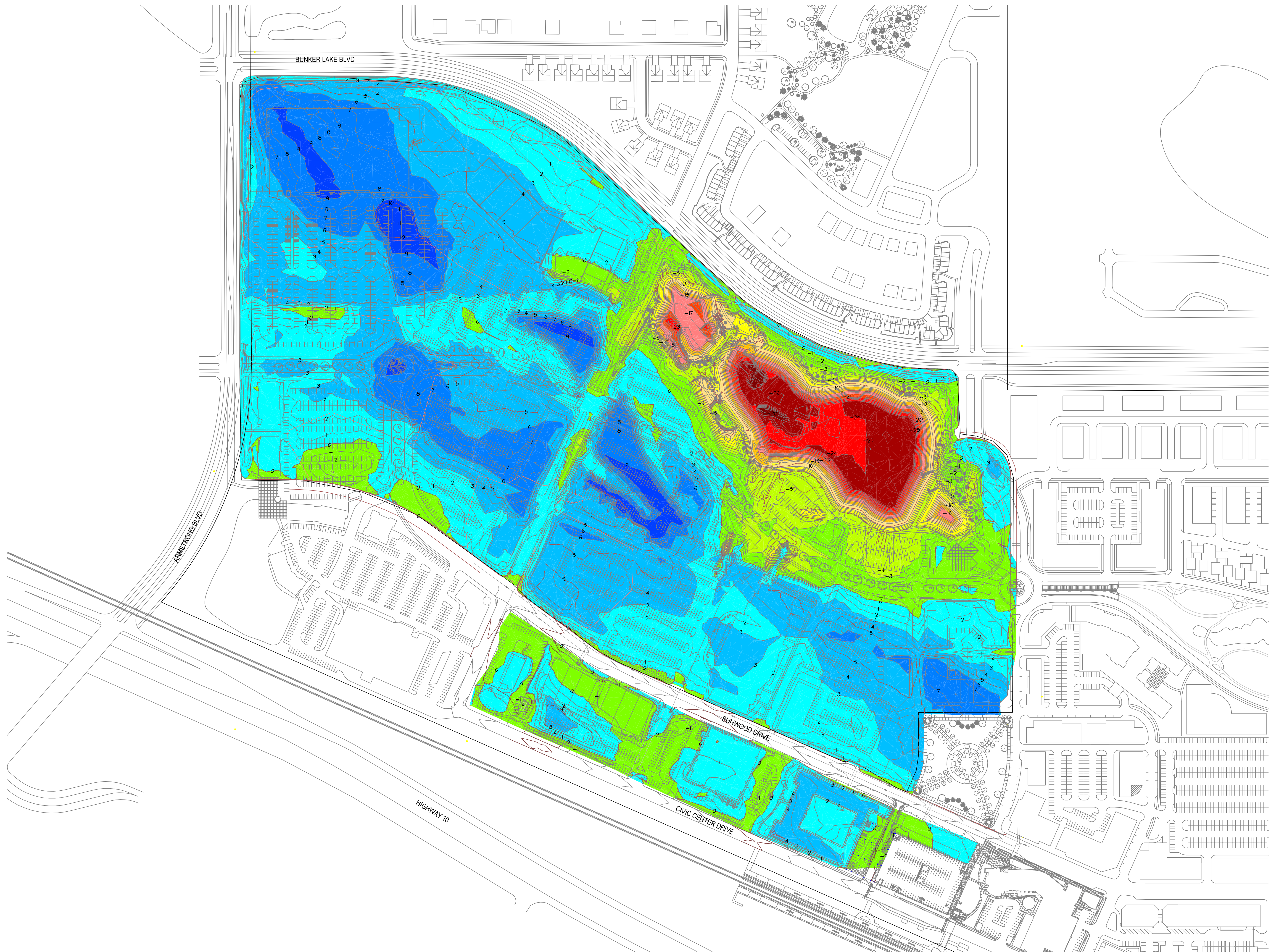
Started On: 06/16/2011 01:53 PM

Final Approval Date: 06/16/2011

**MASS GRADING NOTES**

1. PROPOSED GRADING BASED ON COR DEVELOPMENT PLAN 5.0.
2. TEMPORARY POND B3A TO BE ROUTED THROUGH THE COR WHEN DEVELOPMENT ENSUES.
3. FINAL STORM SEWER ROUTING FROM ONSITE AND ADJACENT PROPERTIES TO BE DETERMINED WHEN DEVELOPMENT ENSUES.
4. MASS GRADING CONTOURS INDICATE ANTICIPATED HOLD DOWN ELEVATIONS.
5. EROSION & SEDIMENT CONTROL PLAN TO BE ISSUED PRIOR TO MASS GRADING.



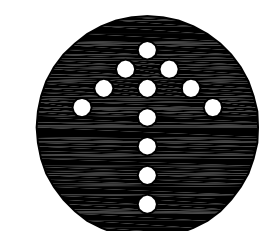


**LEGEND**

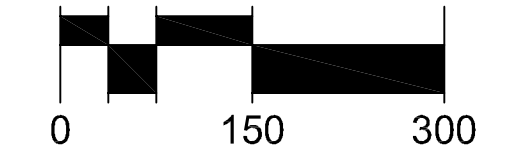
	COLOR	RANGE BEGINNING	RANGE END
CUT DEPTH	Dark Red	-30.00	-27.00
	Red	-27.00	-24.00
	Light Red	-24.00	-21.00
	Orange	-21.00	-18.00
	Light Orange	-18.00	-15.00
	Yellow	-15.00	-12.00
	Light Green	-12.00	-9.00
	Green	-9.00	-6.00
	Light Blue	-6.00	-3.00
	Blue	-3.00	0.00
FILL DEPTH	Light Blue	0.00	3.00
	Blue	3.00	6.00
	Dark Blue	6.00	9.00
	Very Dark Blue	9.00	12.00

EARTHWORK QUANTITIES DESCRIBED BELOW INCLUDE A 1' HOLD DOWN FOR BUILDING PADS. THESE QUANTITIES EXCLUDE COMPACTION/EXPANSION FACTORS. SOIL CORRECTION FOR THE SITE HAD ALSO BEEN EXCLUDED FROM THESE QUANTITIES.

TOTAL CUT VOLUME = 308,574 C.Y.  
 TOTAL FILL VOLUME = 412,420 C.Y.  
 NET VOLUME = 103,846 C.Y. FILL



NORTH



**PRELIMINARY CUT / FILL MAP**

05.17.2011

## Public Works Committee

5. 4.

**Meeting Date:** 06/21/2011

**By:** Tim Himmer, Engineering/Public Works

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**Title:**

Review Summary of Proposals for Professional Engineering Services and Development of a Consulting Pool

**Background:**

In the recent past Council has directed staff to prepare request for proposals (RFP's) for various improvement projects; ranging from water studies, park planning, transportation, and design, as a means of "testing the market" to ensure we are always receiving the best value. These RFP's usually entail specialized work that is outside the expertise of City staff, but other times it is necessary to seek assistance in an effort to meet project deadlines. Staff came before the PW Committee in February to discuss a process of distributing an RFP to solicit professional engineering services, with the intent of developing a consultant pool for overflow and specialized technical services. Initiating a City consultant pool would allow the engineering department to streamline its operations by selecting qualified firms for overflow municipal engineering work similar to how we currently handle geotechnical engineering.

During the engineering department reorganization in the fall of 2010 one engineering position was eliminated and additional dollars (total of \$31,500) were budgeted for miscellaneous professional services to cover the historic specialty needs, and any overflow work such as drafting to assist the department in project delivery. Staff would work within the confines of this budgeted item and the current City purchasing policy for any intended consulting services. If higher cost, high profile projects are initiated during the term of this consultant pool we would seek direction from the Council prior to approving any consulted services.

Handling consulting services by issuing a single RFP and developing a pool gives staff some discretion to manage our workload in an efficient manner. We are specifically looking for general municipal engineering assistance (traffic, street and utility design, feasibility studies, etc.), AutoCAD drafting and design for plan preparation and exhibit creation, acquisition and finance assistance, structural analysis, and registered land surveying services. Other areas of technical expertise include electrical/mechanical, environmental services, water/wastewater, and landscaping/urban design. By establishing a well-rounded all-encompassing pool of consultants we will have the ability to handle all technical matters that presents themselves, and eliminate the time consuming RFP process for each individual project that may come up.

Our intent of creating a pool allows for a more streamlined process for project delivery, establishes flexibility for staff to call on the specific expertise they need in an efficient manner, and allows relationships to be built with consulting firms for project continuity within the City over time. The PW Committee agreed with this approach and requested the consultant pool be established with 3-5 firms for a 3 year term, and Council ratified that decision on March 8, 2011.

**Notification:**

**Observations:**

Staff distributed the RFP to select consultants (17 total) on May 5, 2011, and received 14 responses. There were several excellent proposals submitted, and we have been evaluating them to ensure adequate coverage in all technical areas. A summary will be presented at the meeting, and we would like to discuss with the Committee the next steps in the process to establish the City's consultant pool. Some of the items to consider include:

- Adequate coverage in each technical specialty such that competition exists for individual projects
- Evaluating future workload and potential need for certain specialty services
- Whether the PW Committee and/or Council would desire to conduct interviews

- Cost considerations

Funding Source:

Preparation and review of the RFP has been handled with staff time. Ultimate funding for any consultant pool expenditures, if approved, would be from the budgeted general fund or the specified project budget.

Staff Recommendation:

Staff recommends input from the Committee on establishing a consultant pool for professional engineering services, and direction on completing the process.

Committee Action:

Based upon discussion.

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Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	MaryJo Warner	06/16/2011 01:44 PM
Kurt Ulrich	Jo Thieling	06/16/2011 03:58 PM
Form Started By: Tim Himmer		Started On: 06/16/2011 11:43 AM
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