



Legislation Text

File #: 24-444, **Version:** 1

City Council Meeting Date: July 9, 2024

To: Mayor and City Council
City Administrator

From: Sean M. Simonson, Engineering Manager
David E. Bennett, P.E., Public Works Director/City Engineer

Subject:

Consider Approving Professional Service Agreement for the 2026 Mill and Overlay & Mill Towns Trail Project.

Action Requested:

The Northfield City Council approves a Motion for a professional service agreement (Attachment 1) with Bolton and Menk, Inc. for City Project (STR2026-A83) 2026 Mill and Overlay & Mill Towns Trail Project (Attachment 2) in the amount of \$277,278.

Summary Report:

The City Council ordered the Preparation of the Feasibility Report for the two improvement projects at the June 4, 2024 City Council Meeting. City Staff then sent Requests for Proposals (Attachment 3) out to Bolton and Menk, Inc., and Short-Elliott-Hendrickson (SEH) Incorporated, for the proposed project. The proposals were evaluated based on each firm's price, experience with similar projects, project personnel, and ability to deliver a project with the scope below:

- Street Design
- Sidewalk Design
- Trail Design
- Crossing Improvement Design
- Bikeway Design
- Geotechnical Services
- Construction Services
- Surveying

City Staff has reviewed the proposals and are recommending Bolton and Menk, Inc. be retained for professional services. Bolton and Menk's proposal demonstrated their extensive background in delivering projects of similar scope to the proposed 2026 Improvement Project. Bolton and Menk, Inc. has also contracted with the City of Northfield in the past and has been successful at delivering similar improvement projects. Staff received proposals from the following consultants:

1. Bolton and Menk Inc - \$277,288.
2. SEH Inc. - \$358,043.

Alternative Options:

The Council could decide not to enter into a contract with an engineering firm for this project; however, this may delay the project.

Financial Impacts:

The estimated project cost as indicated in the proposed 2024-2028 CIP for the project is \$4,310,686. and this is within the overhead amount allocated for the project.

Tentative Timelines:

Attachment 4 is the current Project Process.