



## Legislation Text

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**File #:** 18-522, **Version:** 1

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**City Council Meeting Date:** October 16, 2018

**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 Approval of Professional Service Agreement for - 2019 Street Reclamation Project Engineering Services.

**Action Requested:**

The Northfield City Council approves a Motion for a professional service agreement with Bolton and Menk, Inc. for City Project (STRT2019-A42) 2019 Street Reclamation Project in the amount of \$194,006.

**Summary Report:**

On projects of this size, staff typically solicits requests for proposals from consulting firms for professional services, as was done with the Division and Seventh Street Reconstruction and the Spring Creek Road Reconstruction projects. In this case, due to historic competitive pricing, knowledge and experience, Bolton and Menk, Inc. was selected for this work. Bolton and Menk, Inc. has submitted a proposal for the engineering services, which has been analyzed by staff, and is in line with the Project Administration budget.

Bolton and Menk, Inc. is not the sole source provider of engineering services for the City. SEH, and WSB are currently working on City Projects. Bolton and Menk Inc. last street improvement project was in 2015 with the Woodley Street Reconstruction.

Staff is supportive of entering into this agreement to get the project moving forward for a competitive bidding timeline in winter of 2019.

**Alternative Options:**

The Council could decide not to enter into a contract with an engineering firm in 2018; however, this would delay project delivery in 2019.

**Financial Impacts:**

The costs associated with the engineering proposal are within the 20% project administration, engineering, and legal costs. The 2019-2023 Draft CIP identifies 20% of project administration, engineering, and legal costs at \$371,403.

**Tentative Timelines:**

Attachment 2 is the proposed Project Process.

