

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: Streets CIP Consultant Selection
DATE: July 1, 2024



Background

The City Council authorized the issuance of an RFP for the creation of a streets capital improvement plan (CIP) on May 6th. The City received four proposals from the following firms:

- Bolton & Menk
- Moore Engineering
- Widseth
- WSB

Consultant Selection

Each proposal is attached, and the fee breakdown is below. Staff has reviewed each proposal. While each firm has addressed all the requested services in their proposals, staff recommends that the City Council select either Widseth or Moore Engineering.

Firm	Base Fee	Alternate Fees	Total
Bolton & Menk	\$ 57,422.00	\$ 98,526.00	\$ 155,948.00
WSB	\$ 50,885.00	\$ 50,666.00	\$ 101,551.00
Widseth	\$ 54,808.00	\$ 42,134.00	\$ 96,942.00
Moore	\$ 50,000.00	\$ 29,500.00	\$ 79,500.00

Moore Engineering has the lowest proposed fee for both the base services requested as well as for the listed optional services. Moore’s proposal was also the only proposal that spoke to implementation of the CIP following completion of the requested services. However, Moore had the latest completion date of February 2025.

Widseth had the second lowest total fee, but their fee for the base services was the second highest (roughly \$4,000 more than both WSB and Moore). While Widseth’s total fee was some \$17,442 higher than Moore (if optional services are included), Widseth has a history working for the City (the City has yet to work with Moore), is currently working on the Shoreview Lane remediation projects, and has completed CIPs for neighboring communities.

Council Action

Staff is seeking direction from the City Council as to which engineering firm they would like to have develop the proposed streets CIP.