



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	December 8, 2022
Originating Department	Public Works
Contact Person	Andrew Silvia
Title	Resolution 1862/Authorizing the Mayor to Sign a Professional Services Contract Agreement with Consor North America, Inc. for On-Call Professional Services

Legislative History

- First Presentation – October 27, 2022
 - Second Presentation – November 10, 2022
 - Action – December 8, 2022
-

Attachments:

1. Resolution 1862 Authorizing the Mayor to Sign a Professional Services Contract Agreement with Consor North America, Inc. for On-Call Professional Services
 2. Professional Services Agreement with Consor North America, Inc.
 3. Comparison of Hourly Billing Rates – Consor North America, Inc. vs. Select Local Engineering Firms
-

Executive Summary

The Department of Public Works (DPW) recommends award of an on-call professional services contract to Consor North America, Inc. ("Consor") in the amount of \$250,000.00. This agreement would be in effect until the end of the 2023-2024 biennium and support a broad array of routine, typically small-scale tasks for which DPW requires professional support. DPW's proposed 2023-2024 operating and capital budgets include funding for the full amount of this contract.

Background

DPW requires professional engineering and related professional services support to complete a variety of routine customer service and project-related tasks such as the design of spot repairs to public assets, preparation of applications for permits and grant funding, limited investigation or study of public utility and other systems' performance and policies, and similar tasks. Currently, DPW procures and contracts for these services separately, one task at a time. Deliberate procurement and contracting processes such as these are appropriate for supporting large or unique projects, but their associated level of effort is outsized for routine, small-scale work assignments, and as such constitute an inefficient use of staff time. Staff time would be more efficiently used by establishing a single contract for an indefinite quantity of professional services across a broad array of basic service categories, including surface and stormwater engineering, sanitary sewer engineering, transportation, and traffic control systems engineering, land surveying, project management support, and others. The proposed On-Call Professional Services contract would enable this right-sized approach to completing routine work.

DPW selected the Consultant following an evaluation of several engineering firms' Statements of Qualifications (SOQs) obtained from the Municipal Research & Services Center (MRSC) consultant roster and subsequent discussions with the Consultant. Engineering firms' SOQs were evaluated based on experience performing services relevant to this contract's scope of work and contextual details including the on-call contract format, and the clients' organizational size, business sector, and location. Following this evaluation, DPW staff entered into direct discussions with the Consultant to confirm their approach to the work and capacity to support the contract. Upon validating the Consultant's readiness to execute the contract, DPW finalized its selection and negotiated the terms of the contract included as Attachment 2.

The contract would be valued at \$250,000.00, though no specific quantity of work or segment of this budget would be guaranteed to the Consultant. The contract budget would be utilized as needed and per the terms of work assignments authorized for defined scopes of work and fees. The contract will limit the value of work assignments authorized by staff to \$30,000. Work assignment valued at more than \$30,000 would require Council authorization prior to execution of any such work assignments. These practices are consistent with professional services contract signing authority limits provided in Resolution 1399.

During initial discussion of the proposed contract at the October 27, 2022 regular Council meeting, Council Members expressed an interest in clarifying the contract terms to ensure that the Consultant will assign local, experienced professionals to perform contract work. As shown in Attachment 2, the proposed contract has been updated to include additional language and a new exhibit ("Exhibit D") that establishes this staffing requirement.

Council Members also sought assurances that the Consultant's billing rates have been reviewed and negotiated as necessary to ensure alignment with prevailing average rates in this industry and location. DPW has provided a comparison between the Consultant's billing rates and rates of other local engineering firms as Attachment 3. This comparison suggests that a modest (13% average) premium applies to Consor's billing rates relative to the average rates in effect at these select local firms. DPW considers this an acceptable variance.

Fiscal & Policy Implications

DPW's proposed 2023-2024 operating and capital budgets include funding for the full amount of this contract, as follows:

<u>Fund Number & Account Description</u>	<u>2023-2024 Proposed Budget</u>	<u>Amount for this Contract</u>
403 – Professional Services Engineering	\$373,000	\$80,000

401 – Professional Services	\$125,000	\$45,000
302 – Professional Services	\$100,000	\$100,00
101 – Professional Services	\$70,000	\$25,000
		Sum = \$250,000

Alternatives

<i>Options</i>	<i>Results</i>
Adopt Resolution	The City will contract with Consor North America, Inc. for On-Call Professional Services.
No Action	The City will not contract with Consor North America, Inc. Routine types of work expected to be performed under this contract will continue to be contracted separately.

Staff Recommendation

Adopt the resolution approving the proposed contract with Consor North America, Inc. for On-Call Professional Services.