



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	October 27, 2022
Originating Department	Public Works
Contact Person	Andrew Silvia, Senior Project Manager
Title	Resolution1862/ 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 Regular Meeting
-

Attachments:

1. Resolution #### 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.
-

Executive Summary

The Department of Public Works (DPW) recommends the 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 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 negotiated the proposed contract with Consor following an evaluation of statements of qualifications (SOQ) obtained from the MRSC Consultant Roster. SOQs were evaluated for a limited number of consultants, including those listed on rosters applicable to the proposed contract's core service categories (sewer, stormwater, and transportation systems design and planning). DPW's selection of Consor was based on their focus on public sector work, their experience serving communities of similar size to Lake Forest Park, and the relevance and success of their on-call and other municipal projects. 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 assignments 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.

Fiscal & Policy Implications

DPW’s proposed 2023-2024 operating and capital budgets include funding for the full amount of this contract, which has been allocated by DPW 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

Review the proposed contract with Consor North America, Inc. for on-call professional services and provide staff with any questions or feedback.