

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, February 25, 2025
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Entering into a Professional Services Agreement with TKDA for Engineering, Architecture and Planning Services at the Airport (SFY2025-2030)
Background Information:	<p>The City of Marshall, Minnesota requested qualifications from consulting airport architectural / engineering / planning firms to provide services associated with airport improvements, with the intent to retain the selected firm for five (5) years or until completion of the CIP items listed in the RFQ and as identified in the SFY2025-2030 CIP.</p> <p>Submittals were received from two firms as follows: TKDA of St. Paul, Minnesota, and Bolton & Menk, Inc. of Mankato, Minnesota.</p> <p>At the Airport Commission meeting on 02/04/2025, a motion passed for the creation of a RFQ Review Committee to meet, make a selection and bring forth their recommendation directly to the City Council.</p> <p>The RFQ Review Committee met on 02/19/2025 and recommend entering into a Professional Services Agreement for Engineering, Architecture and Planning Services with TKDA of St. Paul, Minnesota, at the Southwest Minnesota Regional Airport as per the attached Statement of Qualifications dated 01/31/2025.</p> <p>Attached for Council review is a copy of the Professional Services Agreement with TKDA for the period March 10, 2025 through March 10, 2030. The agreement defines the terms and conditions of their services and allows the use of individual authorizations for specific projects. The agreement defines the terms of TKDA's services to be provided and will remain in effect as long as the City wishes. Individual projects will require additional individual contracts to come before both the Airport Commission and City Council for approval.</p> <p>This agreement has been provided to the City Attorney for review and comment.</p>
Fiscal Impact:	There are no dollar amounts associated with this general Agreement. Again, the agreement defines the terms of TKDA's services to be provided and will remain in effect for five (5) years or until completion of the CIP items listed in the RFQ and as identified in the SFY2025-2030 CIP. Individual projects will require additional individual contracts to come before both the Airport Commission and City Council for approval.
Alternative/Variations:	No alternative actions recommended.
Recommendations:	that the Council authorize entering into the attached Professional Services Agreement for Engineering, Architecture and Planning Services with Toltz, King, Duvall, Anderson and Associates, Incorporated (TKDA) of St. Paul, Minnesota for Airport development.