



## City of McCleary

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# Memorandum

To: Mayor Orffer

From: Todd Baun- Director of Public Works

Date: October 22, 2021- For October 27th Council Meeting

Subject: DTF Property Environmental Assessment

### RECOMMENDATION

Please allow Mayor to sign a contract with Skillings to perform the work provided in the RFP, with a not to exceed budget of \$35,000.

### BACKGROUND

As part of our due diligence on the DTF property tract , we solicited a Request for Proposals (RFP) seeking responses from qualified consultants to provide professional services for a critical areas and environmental assessment. The purpose of this environmental assessment is to obtain site-specific information on critical areas and environmental conditions present on the DTF Tract. This assessment is to identify the most environmentally sensitive areas in order to identify areas to be protected and preserved and identify areas which are most suitable for development in the future. The assessment will also balance the environmental conditions in conjunction with future infrastructure (i.e., roads, water, sewer, stormwater, greenways, etc.) necessary for future development. The city anticipates a draft report before November 30<sup>th</sup>, 2021, and completion of the Environmental Assessment by the end of December 2021 at which point the final assessment will be presented to elected officials and the public and determine preservation goals for the DTF Tract.

We have received 4 proposals on this project, and all are qualified to perform the work. Staff feels Skillings best meets the scope and needs of our RFP. The companies providing a response to the RFP are:

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- Dudek
  - KPFF Consulting Engineers
  - Raedeke Associates
  - Skillings

### **Budget**

This project will be paid from our current expense budget. We budgeted to transfer \$55,000 from current expense to street for street maintenance and repairs but will not be transferring the funds this year due to scheduling conflicts. Since the transfer will not happen, we will use a portion of the funds for this project.