



Legislation Text

File #: 18-0564, **Version:** 1

Resolution to Approve a Professional Services Agreement with The Mannik & Smith Group, Inc., for the Landfill Scale and Entrance Improvements Project - RFP #18-08 (\$111,165.40)

This memorandum and resolution requests approval of a professional services agreement for professional engineering services with The Mannik & Smith Group, Inc. for the Landfill Scale and Entrance Improvements Project for \$111,165.40.

The City currently operates three solid waste facilities at the W.R. Wheeler Operations Center: the Material Recovery Facility (MRF), Transfer Station and Compost Facility. All trucks entering and exiting these facilities must be weighed. Currently the scale, built in 1995, is located at the City's MRF, so all trucks must travel to the MRF to be weighed before and after loading or unloading material at their respective facilities. The location requires additional travel for all trucks and customers utilizing the solid waste facilities.

This project will replace the existing scale that has reached the end of its useful life, with a new scale along the entrance from Platt road. The new location will reduce truck travel and improve site security. The new scale will enable unattended operation with monitoring from the Wheeler Operations Building, improving overall operational efficiency.

In January 2018, the City issued a request for proposals for professional engineering services for the Landfill Scale and Entrance Improvements Project. The scope of the RFP included professional engineering services for design, construction document preparation and assistance during the bidding phase.

The City received five (5) proposals for this work. After initial evaluation using the scoring system outlined in the Request for Proposal (RFP), the City created a shortlist of the top three (3) firms, to which the fee proposals were requested. After evaluation of the top proposals, along with their fees, it was decided that The Mannik & Smith Group, Inc. was the most qualified firm to provide these services. It is therefore recommended that City Council approve the professional services agreement with The Mannik & Smith Group, Inc. to perform the professional engineering services for the 2018 WTP Architectural and Structural Repairs Project.

The Mannik & Smith Group complies with the requirements of the City's Non-Discrimination and Living Wage ordinance.

Budget/Fiscal Impact

This project is included in the City's Capital Improvement Plan (MF-SW-12-01) and funding is included in the approved Solid Waste Fund Capital Budget.

Prepared by: Chris Elenbaas, P.E., Public Works Engineer
Reviewed by: Molly Maciejewski, Public Works Unit Manager
Reviewed by: Craig Hupy, Public Services Area Administrator
Approved by: Howard S. Lazarus, City Administrator

Whereas, The City issued a Request for Proposal for Professional Engineering Services for the Landfill Scale and Entrance Improvements Project;

Whereas, This project will replace the existing solid waste scale that has reached the end of its useful life and improve site access and security for the three solid waste facilities located at the Wheeler Service Center;

Whereas, An engineering consultant is required to design the improvements, prepare construction documents, and provide bid phase services in order to implement the project;

Whereas, Of the five (5) proposals received, The Mannik & Smith Group, Inc. was selected as the most qualified firm to provide the required engineering services;

Whereas, Funding for this work is included in the approved Solid Waste Fund Capital Budget; and

Whereas, The Mannik & Smith Group, Inc. complies with the requirements of the City's Non-Discrimination and Living Wage Ordinances;

RESOLVED, That the Professional Services Agreement with The Mannik & Smith Group is approved in the amount of \$111,165.40;

RESOLVED; That a contingency in the amount of \$11,100.00 be approved to finance change orders to the Professional Services Agreement to be approved by the City Administrator;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute the Professional Services Agreement after approval as to substance by the City Administrator and approval as to form by the City Attorney;

RESOLVED, That the City Administrator be authorized to take the necessary administrative actions to implement this resolution; and

RESOLVED, That the funds be available for the life of the project without regard to fiscal year.