

May 14, 2008

To the Honorable, the Common Council

Subject: Resolution Authorizing the Commissioner of the Department of Public Works to Solicit and Engage Consulting Engineering Firms to Undertake Various Engineering Services on an As-Needed Basis.

Dear Council Members:

The Department of Public Works (DPW) utilizes the services of consulting engineering firms from time to time on various projects. These projects are identified as either requiring expertise not currently available from existing staff, projects that exceed DPW's ability to service in a timely manner, or those that include complex or otherwise unique aspects that require specialized knowledge. Currently, DPW must go through a formal request for the proposal process on each project where a consulting engineer is to be utilized. This approach adds significant time and effort to project time schedules that is unnecessary. In order to fast track these projects, DPW proposes to retain three or more consulting engineering firms under a master contract in which the consultant's work is on an as-needed basis for various engineering services. This master contract approach is common for large municipal departments such as DPW. In fact, this approach is recommended in the audit of the Capital Project Management process undertaken by the Matrix Consulting Group. We, therefore, have prepared the attached resolution which, if adopted, will authorize the Commissioner of DPW to solicit and engage consulting engineering firms to undertake various engineering services on an as-needed basis.

Very truly yours,

Jeffrey S. Polenske, P.E.
City Engineer

Jeffrey J. Mantes
Commissioner of Public Works

MDL: ns
Attachment