

	AGENDA ITEM EXECUTIVE SUMMARY					
	Title:	Recommendation to Award Agreement for Design Engineering Services for Phosphorus Removal Project				
	Presenter:	Peter Suhr				
<i>Please check appropriate box:</i>						
	Government Operations		X	Government Services 04.25.16		
	Planning & Development			City Council		
	Public Hearing					
Estimated Cost:	\$ 441,500	Budgeted:	YES	X	NO	
If NO, please explain how item will be funded:						
Executive Summary:						
<p>The EPA Permit for the Main Wastewater Treatment Plant has a special condition that requires the City to remove phosphorus in the wastewater. This involves construction and modification of the existing facility which requires design and construction engineering services. In October of 2015 staff and Trotter & Associates gave a presentation on phosphorus removal options and costs. This was the result of the Wastewater Facility Plan and Phosphorus Removal Feasibility Study performed by Trotter and Associates in 2015.</p> <p>The permit condition specifies a schedule that must be adhered to including submittal dates for design plans. Staff sent out Request for Qualifications (RFQ) for these services to six engineering firms in February. Out of the six firms one declined and two firms partnered together resulting in a total of four RFQ submittals. A committee of five staff members reviewed the submittals independently based on five competencies. These competencies had numeric values used to calculate scores for the firms. In addition to evaluating the proposals on these competencies staff met to discuss general topics such as each firm's strengths and weaknesses, advantages, disadvantages, staff's comfort level with the firms and scheduling of project.</p> <p>As a result staff recommends awarding the design engineering phase of the project for a firm fixed fee of \$441,500.00 which was negotiated with Trotter Associates. The budget amount is \$453,000. Staff has determined that the proposed fee of 6.4% of the construction cost to be fair and reasonable based on several factors. For example, in comparison to IEPA interest loan project data from the past several years the average design fee is 6.9%. For our project, the difference is approximately a \$30,000 savings. The Trotter standard agreement has been reviewed by legal counsel and found to be acceptable.</p>						
Attachments: <i>(please list)</i>						
None.						
Recommendation / Suggested Action <i>(briefly explain):</i>						
Recommendation to award agreement to Trotter & Associates for Design Engineering services for Phosphorus Removal Project in the amount of four hundred forty-one thousand and five-hundred dollars (\$441,500).						
<i>For office use only:</i>		<i>Agenda Item Number: 4.c</i>				