



## Legislation Details (With Text)

**File #:** 17-399      **Version:** 1      **Name:**  
**Type:** Consent Agenda      **Status:** Passed  
**File created:** 10/25/2017      **In control:** Town Council  
**On agenda:** 11/14/2017      **Final action:** 11/14/2017  
**Title:** A Resolution Authorizing the Award of a Consultant Contract to Merrick and Associates for Outfall Systems Plan Update East of Coal Creek in The Amount of \$125,995.00; and Setting Forth Details in Relation Thereto  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. OSP Update Consultant Agreement.pdf, 2. Resolution

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

### SUBJECT: CONSENT

Consideration of A Resolution Authorizing the Award of a Consultant Contract to Merrick and Associates for Outfall Systems Plan Update East of Coal Creek in The Amount of \$125,995.00; and Setting Forth Details in Relation Thereto

**DEPARTMENT:** Planning and Development

**PRESENTER/PREPARER:** Russell Pennington, Town Engineer  
Todd Bjerkaas, Director of Planning and Development  
Wendi Palmer, Civil Engineer

### FISCAL INFORMATION:

Cost as Recommended: \$145,000.00  
Balance Available: \$150,000.00  
Fund: Storm Drainage Impact  
Budget Line Item Number: 340-70-110-605000-100224  
New Appropriation Required: No

### STAFF RECOMMENDATION:

Approve the Resolution to award said contract, authorize the appropriate Town officer to execute said contract, and authorize Staff to expend contracted funds and contingency funds.

### SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The 2017 Storm Drainage Impact Capital Budget has funds appropriated for an Outfall Systems Plan Update East of Coal Creek. The Outfall Systems Plan East of Coal Creek was created in 2007. With changes to the Comprehensive Plan, new subdivisions constructed, and capital improvement projects constructed since the 2007 Plan, the Town anticipated the need to update the

recommendations in the 2007 Plan.

The Consultant will review the existing Outfall Systems Plan East of Coal Creek and related reports, maps and documentation; meet and coordinate with Town Staff. The Master Plan will include recommended policies, practices, capital improvements and other measures for the orderly operation of a municipal storm drainage system within the Town.

A Request for Proposal was posted on the Town's website on September 22, 2017 to ensure that local consultants were notified about this project.

The following schedule was used for consultant selection:

Request for Proposal Issued	September 22, 2017
Pre-Proposal Meeting	October 10, 2017
Proposals Due	October 24, 2017
Consultant Selected	October 31, 2017

The Town received 6 proposals on October 24, 2017. Staff reviewed all 6 proposals in detail. Two of the proposals were lacking adequate experience to meet the proposal requirements. The fee proposals were opened for the remaining 4, one of the fee proposals had math errors and was disqualified. The following are the fees for the 3 proposals that met the Town's requirements:

#### **Fee Proposal Information**

Merrick and Company	\$125,995.00
Olsson Associates, Inc	\$147,553.00
ICON Engineering, Inc	\$208,500.00

Staff is recommending awarding Merrick and Company this project. Town Staff has successfully worked with Merrick and Company on several projects. Merrick has previously updated the Town's Water Master. Merrick is currently working on the Town's Waster Water Collection System Master Plan, and Merrick has designed improvements to the Town's re-use water system.

#### **Project Budget Summary**

Contract	\$125,995.00
Contingency (15%)	\$ 19,005.00
<b>Total</b>	<b>\$145,000.00</b>

#### **Project Schedule**

Notice of Award	November 15, 2017
Alternatives Analysis	Spring 2017
Final Plan	Summer 2018

#### **ATTACHMENTS:**

- a. Resolution
- b. Consultant Agreement