



MEMORANDUM

DATE: March 8, 2021

TO: Honorable Mayor and City Councilmembers
Dave Perrault, City Administrator

FROM: David Swearingen, Interim Public Works Director

SUBJECT: Professional Services Amendment for
2021 PMP Street and Utility Improvement Project

Budgeted Amount:	Actual Amount:	Funding Source:
\$375,000	\$370,267	PIR, Water, Sanitary Sewer, Surface
(Latest estimate)	(Amended)	Water, Special Assessments

Council Should Consider

Motion to approve, table, or deny the following:

- Professional services amendment with Bolton & Menk in the amount of \$32,500 for the 2021 PMP Street and Utility Improvement Project.

All items need a simple majority for action unless otherwise noted.

Background/Discussion

On August 10, 2020 the City Council approved Professional Services Agreement with Bolton & Menk for the 2021 PMP Street and Utility Improvement Project. Since then, Bolton & Menk has completed 100% plans and specs along with design coordination. The project just received bids on February 24, 2021 leading it into the construction phase.

With the recent departure of the former Arden Hills Public Works Director and the Assistant City Engineer no longer available, City’s staff capacity is limited compared to the initial proposal by Bolton & Menk which included time spent by City staff. Therefore, an amendment to professional services (Attachment A) is recommended by staff to maintain quality services through the entirety of the project.

Budget Impact

The initial proposal provided by Bolton & Menk included fees of \$179,069 for design and \$158,698 for construction engineering, for a total of \$337,767 in consulting fees for the project. The proposed amendment for changes to the scope of work has a total of \$32,500. Project funding is provided by the PIR fund, water, sanitary sewer and surface water utilities, and special assessments as further described in the feasibility report.

Design Fees	\$179,069.00
Construction Services	\$158,698.00
<u>Services Amendment</u>	<u>\$32,500.00</u>
Total:	\$370,267.00

Attachments

Attachment A: Proposed Amendment for Changes to Scope of Services