



AGENDA ITEM #9.1

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: January 7, 2020

Subject: Engineering Services for 2020

Report: Attached are a letter and budget status memo from Tim Houle at Widseth Smith Nolting (WSN). The letter requests reappointment of WSN as the City's Engineer for 2020.

Also, since it has been several years since the City requested proposals for engineering services, I am wondering if the Council would like me to do so in the fall of 2020 for engineering services beginning in 2021. Please know that this inquiry is by no means due to the dissatisfaction of services from WSN but rather a due diligence inquiry.

Council Action Requested:

1. Council motion appointing Widseth Smith Nolting as the City's Engineer for 2020.
2. Council discussion and possible direction on requesting proposals for City engineering services beginning in 2021.

December 23, 2019



The Honorable Mayor and City Council
City of Pequot Lakes
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Pequot Lakes, MN 56472

Brainerd Baxter
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WidsethSmithNolting.com

RE: Engineering Services for 2020

Dear Mayor and Members of the Council:

Widseth Smith Nolting & Associates, Inc. (WSN) would like to **thank you** for the opportunity to provide the City of Pequot Lakes with engineering, architectural, surveying, environmental, and other services this last year.

We respectfully request reappointment as the City's Engineer for 2020.

As in years past, having WSN as your City Engineer does not come with a Contract or any set cost commitment.

When a specific project comes along, we will work with you on the scope of work and provide you a cost proposal.

We see ourselves as an **extension of City staff**.

In working with different City Councils and different City staff members for over the past 20 plus years, we believe we can and have provided a **continuous foundation and consistent knowledge base**.

Our past experience with the City allows us to provide **only** those services the City truly needs.

In 2020, we propose to continue to:

- **Attend Council Meetings At No Charge**
We will attend your regular Council Meeting each month – and many times Special Council Meetings - at no charge to the City.
- **Answer Miscellaneous Questions at No Charge**
We will answer miscellaneous questions (those “15-minute” variety) from City Council members, City staff, and residents at no direct charge to the City.

We estimate this effort of **un-billed services** this last year to be **over \$15,000**. It is value that we need to provide to you as your City Engineer.

- **Assignment of Knowledgeable Engineer**
We appreciate the commitment the City has shown us. In return, we have assigned an Owner and licensed engineer, Tim Houle, to serve as WSN's representative to the City. Tim has over 30 plus years-experience, 23 of these working with the City.

Besides Tim, there are many others at WSN that have worked on various projects and have a history and knowledge of the City's infrastructure.



We are – and enjoy being - **a part of the Pequot Lakes area community**. We have owners, employees, and families that live, work, shop, go to school, recreate, volunteer, and pay taxes in this area. **City tax dollars** that are used for our services **go right back into this area**.

Unlike many of our competitors, WSN is not a firm of regional offices that reports back to a headquarters in a distant location. We have **over 50** employees in our Brainerd / Baxter office. **No other firm can offer that kind of direct and immediate service to the City**.

Any service related to public infrastructure planning, funding, design, and construction that the City needs – and we can forward many pages spelling these out - **we can provide**.

We believe our familiarity with the City helps us provide **efficient services** - (for example, we know what tasks the City can take care of that we do not have to accomplish and bill the City for) – thus **saving the City some dollars**.

We welcome working with the City in 2020 and beyond on various infrastructure long-term investments.

Please **NOTE** that we want to – we need to - improve on the services we offer you. If you want more information on past, existing, or possible future projects (we can provide you with a lot of information and reports), if you want to know more specifics about the services we offer you, if you would like to meet with us to talk, please know that **we welcome these kinds of opportunities**.

We look forward to continuing our past working relationship and being of service to you in 2020.

WIDSETH SMITH NOLTING & ASSOCIATES, INC.

A handwritten signature in black ink that reads "Timothy M. Houle". The signature is written in a cursive style with a large, sweeping initial 'T'.

Timothy M. Houle, PE
Civil Engineer | Vice President

MEMO



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To: Nancy Malecha, City Administrator
From: Tim Houle
Date: December 30, 2019
Subject: Budget Status of 2019 Projects

Nancy,

As we have done in years past, following is a table on the above Subject.

Project Name... WWTF Row Irrigation Construction Phase
WSN Project 2019-10141
Contract Estimated \$82,000 (estimated due to unknowns during construction)
WSN Effort..... \$67,750
WSN Billed \$64,920
Comments This is the last year of a multi-year project (i.e. not all of these monies were spent in 2019).
Earlier in the year, we submitted the Final O&M Manual.
We were under budget due in part to a fairly good Construction Contractor.
Our Billed was less than our Effort because of a credit we provided the City due to an omission on our part.

Project Name... Maintenance Facility Design and Construction Phase
WSN Project 2019-10144
Contract Estimated \$73,400 (estimated due to unknowns during construction)
WSN Effort..... \$113,070
WSN Billed \$85,200
Comments With design and construction, this was a multi-year project (i.e. not all of these monies were spent in 2019).
We were over budget because of a challenging Contractor and extended time frame.
Our Effort was much more than our billed because we spent a lot of time working with the Contractor in attempts to get the project completed (and we did not write our construction phase services portion of our Contract with the City in such a way that we thought we could bill for this time – we will be changing our wording on future construction phase services).
It should be noted that staff has taken on some of the tasks in trying to close out the Contract.
Unfortunately, there is still some re-seeding work in the spring of 2020.



Project Name... Wetland Conservation Act Administrative Assistance
WSN Project.... 2019-10149
Contract..... None; on-call
WSN Effort..... \$250
WSN Billed \$0
Comments This was time on general / miscellaneous coordination and answering questions (i.e. no applications to charge for).
We also anticipate completing a year-end report at no charge.
Crow Wing County is now taking over this service for the area cities (while this eliminates our opportunities, we believe this is the best approach for the City, and area cities).

Project Name... Downtown Traffic Study
WSN Project.... 2019-10150
Contract..... \$18,590
WSN Effort..... \$15,315
WSN Billed \$15,315
Comments We were able to come in under budget from our Contract amount, in part, due to good meetings with the City's committee assigned to work on this Study.

Project Name... Rasmussen and South Washington Design
WSN Project.... 2019-10151
Contract..... \$176,300
WSN Effort..... \$112,470
WSN Billed \$86,990
Comments This is an on-going project. We are approaching the end of the design phase but anticipate quite a bit of effort to finish it up.

Project Name... Assessment Policy Update Assistance
WSN Project.... 2019-12767
Contract..... \$2,500
WSN Effort..... \$3,175
WSN Billed \$2,500
Comments We ended up putting in more effort than anticipated, but believe it is a good update to the City's Policy.

Project Name... General City Engineering
WSN Project.... 2019-12839
Contract..... None; on-call
WSN Effort..... \$325
WSN Billed \$325
Comments This is for more than the miscellaneous phone calls - emails that we do not charge for but are not to the extent of a full Proposal / Agreement for a project. This time was for a combination of a survey description for a Field of Dreams license agreement and Future Land Use Map updates.



Project Name... North Sluetter Road Design

WSN Project2019-13331

Contract..... \$37,100

WSN Effort..... \$3,950

WSN Billed \$0

Comments This is an on-going project. As we mentioned when the City Council approved our Contact, we are going to take this one step at a time – the first step being a Feasibility Study and Preliminary Special Assessment Hearing.

Do not hesitate to contact me if there are any questions.

Note that we did initiate a new Invoicing / Project Management hardware and software system mid-2019. Also, our billing lags our actual efforts. If there are any discrepancies between our above numbers and the City records, we defer to the City records.

End of Report