

SUBJECT

BOARD RESOLUTION NO. 18-1109

Pertaining to a professional services agreement with Short-Elliott-Hendrickson, Inc. to provide engineering plan review and inspection of wireless equipment installations on water tower sites.

BACKGROUND INFORMATION

Staff is seeking approval of a professional services agreement with Short-Elliott-Hendrickson, Inc. to provide plan reviews and inspections of wireless equipment installations and upgrades of existing equipment on Board water towers at a cost not to exceed \$592,760 for the 5-year term of August 2018 through July 2023, as shown below:

2018	\$ 55,000 (Aug - Dec)
2019	\$113,300
2020	\$116,700
2021	\$120,200
2022	\$123,800
2023	<u>\$ 63,760 (Jan - Jul)</u>
	\$592,760

The above costs reflect an increase in hourly rates of 3% per year.

These antennae projects end with zero cost to the Board. All of the Board's telecommunications leases make the Lessee responsible for these costs. Staff requires an escrow payment from the Lessee for the full amount of estimated costs prior to any project commencing. This money is held until the project is complete. Only after complete closeout, are any of the escrow funds released back to the payer.

A Request For Proposal was issued by Saint Paul Contracts and Analysis and the attached RFP Report summarizes the ratings rewarded to each of the proposers.

SEH has been performing this work for the utility since 2008 and staff is very satisfied with its performance.

Following Board approval, City Contracts and Analysis will prepare and execute a Professional Services Agreement, which will include the City's standard terms, conditions, and liability and insurance language.

See attached RFP Report.

RECOMMENDATION

Approval is recommended.