

CITY OF SHOREWOOD
CITY COUNCIL WORK SESSION
MONDAY, AUGUST 26, 2019

5755 COUNTRY CLUB ROAD
COUNCIL CHAMBERS
5:30 P.M.

AGENDA

1. CONVENE CITY COUNCIL WORK SESSION

A. Roll Call

Mayor Zerby _____
Johnson _____
Labadie _____
Siakel _____
Sundberg _____

B. Review and Adopt Agenda

2. Engineering Firm Interviews

City Administrator Memo

A. Andrew Budde, Bolton & Menk

B. David Ahrens, Stantec

3. ADJOURN



City of Shorewood Council Meeting Item

Title/Subject: City Engineer Interviews

Meeting Date: August 26, 2019

Prepared By: Greg Lerud, City Administrator; Larry Brown, Director
of Public Works

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MEETING TYPE WORK SESSION

Attachments: Summary of proposals and resumes

Background: At the special work session on July 31, the city council decided the next step in evaluating engineering firms was to interview the engineers the three firms propose to assign as the city engineer. Below is the interview schedule for Monday's meeting:

5:30 – Andrew Budde, Bolton and Menk

6:15 – David Ahrens, Stantec

Alyson Fauske, WSB, will be interviewed at the first work session in September.

In addition to the interviews, the council also requested a comparison of retainer fees and hourly rates. Attached you will find two tables with the breakdown. In order to get an apples-to-apples comparison between the firms, staff requested that each firm provide the price for 32 hours of engineering staff time each week with the assumption that none of the retainer time could be charged to projects. Staff believes that the significant difference in retainer fees is because WSB has experience with the city and their fee is reflective of that experience. If WSB based the retainer strictly on the hourly cost, their monthly retainer would be \$18,112 per month (current hourly rates multiplied by 128 hours per month.) In their proposals, all the firms stated that the retainer was subject to change based on projects and a determination of need once they started working with the city.

RETAINER COMPARISON

FIRM	RETAINER/MONTH	ENGINEER	HRS	ASST.	HRS	CONDITIONS/QUALIFICATIONS
Bolton & Menk	\$13,500	Andrew Budde	16	Matt Mauman, PE	16	<ol style="list-style-type: none"> 1. Engineer for all project work. 2. Three-year contract.
Stantec	\$14,592	Dave Ahrens	16	Joe Pond, PE	16	<ol style="list-style-type: none"> 1. Assumes \$350,000 in annual engineering fees other than retainer. 2. Firm gets majority of engineering work.
WSB	\$8,000	Alyson Fauske	20	Katie Koscielak, EIT	12	<ol style="list-style-type: none"> 1. Retainer goes to \$7,850 if hours are evenly split 50-50.

FEE COMPARISON FOR SELECTED POSITIONS

FIRM	PRINCIPAL	SR. ENGINEER	PROJECT MAN.	ENGINEER	LANDSCAPE ARC/DESIGNER
Bolton & Menk	140-225	110-210	100-195	85-190	80-190
Stantec	162-218	142-187	134-187	99-157	106-150
WSB	166-185	150-185	132-146	116-146	116-146