

# Business Item

Environment Committee



Committee Meeting Date: July 23, 2024

For the Metropolitan Council: August 14, 2024

## Business Item: 2024-191

Master Contracts for Project Communications, Contract 23P156

**District(s), Member(s):** All

**Policy/Legal Reference:** FM14-2 - Expenditures for the Procurement of Goods, Services and Real Estate Policy

**Staff Prepared/Presented:** Deb McKinley, Acting Director, 651-602-1035

**Division/Department:** Environmental Services, Administration and Communications

### Proposed Action

That the Metropolitan Council authorize the Regional Administrator to negotiate and execute contracts 23P156 A-F for project communications and public involvement to support Met Council Environmental Services capital programs in an amount not to exceed \$2,000,000 as follows:

Organization	Contract Number	Contract Amount
HDR Engineering	23P156A	\$650,000
Z Companies, dba Zan Associates	23P156B	\$600,000
Kimley Horn	23P156C	\$250,000
WSB	23P156D	\$250,000
SDK Communications	23P156E	\$150,000
Goff Public	23P156F	\$100,000

### Background

These master contracts are needed to support the 2023-2028 Authorized Capital Program with services for project communication, public involvement, and customer service support.

A Request for Proposals was issued February 2, 2024. A pre-proposal meeting was hosted by Council staff who outlined the solicitation requirements, discussed project specifications and responded to plan holder inquiries. There were nineteen registered document holders, sixteen consultants, one subcontractor, two plan rooms, and ten of the plan holders identified as minority, woman, small, veteran or disadvantaged business enterprises. On March 11, 2024, the Council received nine proposals to be evaluated for the consideration of award.

An evaluation panel was formed with expertise and knowledge from an array of staff disciplines and used the following criteria in the evaluation of proposals: quality, proposer qualifications and experience, service delivery plan, key project personnel, the qualifications and experience of subconsultants, and price. The evaluation panel recommends the proposals submitted by the listed organizations in the above referenced table as the most advantageous to the Council. Work orders for specific projects under these master contracts will be awarded on an as-needed basis.

## **Rationale**

The execution of professional services contracts exceeding \$500,000 require Council approval.

## **Thrive Lens Analysis**

This action advances the Thrive Outcomes of Stewardship and Sustainability. Public financial resources will be responsibly invested to support orderly economic development while maintaining the regional wastewater system assets, which protect the region's natural resources.

These contracts support the Council's commitment to collaborating with our partners, including federal, state, local, and regional agencies and organizations to promote the long-term sustainability of the region's water resources for wastewater collection and treatment.

## **Funding**

Funding is provided in the 2024-2029 Authorized Capital Program.

## **Small Business Inclusion**

The Office of Equity & Equal Opportunity (OEEO) assigned a Metropolitan Council Underutilized Business (MCUB) goal of 21% for this solicitation. OEEO determined that the firms being recommended for award have met the MCUB requirements of this contract. Three of the recommended proposers, Z Companies dba Zan Associates, SDK Communications, and Goff Public, are MCUB firms.

