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DEPARTMENT OF PUBLIC WORKS

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MEMO

TO: Municipal Services Committee

FROM: Ross Buetow, Deputy Director of Public Works

SUBJECT: Award of Professional Services Contract for Parking Ramp Planning and Design

DATE: June 29, 2022

In February of 2021, the Common Council authorized a sole source professional services agreement with Desman Design Management ("Desman") for planning, design and administrative services related to the structural maintenance of the City's public parking ramps. This agreement was authorized for a five-year period, subject to continued satisfactory performance.

In 2019, prior to this agreement, Desman completed a comprehensive structural condition analysis of all three of the City's parking ramps, which included detailed descriptions of the structural condition of each ramp as well as general recommendations for short and long-term maintenance and repairs. Desman was selected to provide these services through a competitive RFP process and the quality of their final report was outstanding.

For 2022, we have asked Desman to provide a proposed scope of services and fee structure to update their 2019 condition report, including a physical inspection of all three of the city's ramps. This updated report will provide short and long term recommended maintenance activities for all ramps, along with estimated costs to assist in our budgeting process. Desman's proposed fee for these services is \$36,560.00

There is currently \$40,000 allocated in the approved 2022 Parking budget for consulting services.

Therefore, we recommend award of contract for 2022 Parking Ramp Planning and Design Services to Desman Design Management in the amount of \$36,560 with a 9.4% contingency of \$3,440.00 for a project total not to exceed \$40,000.00

Thank you for your consideration.