

**City Council
Agenda Item 10.A
Meeting of December 8, 2025**



Title: General services agreements with consulting engineering firms for the period of 2026-2028

Report from: Phil Olson, P.E., City Engineer

Submitted Through: Will Manchester, P.E., Public Works Director
Darin Nelson, Finance Director
Erik Nilsson, City Attorney
Moranda Dammann, Assistant City Manager

Presenter: Will Manchester, P.E., Public Works Director

Action Requested: Motion

Form of Action: Contract/Agreement

Votes needed: 4 votes

Summary Statement

The city solicits and reviews proposals from interested consultants every three years for potential selection to the city engineering services pool.

Recommended Action

Motion to authorize the mayor and city manager to enter into general services agreements for the three-year period of 2026-2028 with the following firms:

AE2S
Alliant Engineering, Inc.
American Engineering Testing, Inc.
Barr Engineering Company
Bolton & Menk, Inc.
Braun Intertec Corporation
Damon Farber
HDR Engineering, Inc.
IMO Consulting Group
In-Control, Inc.
PE Services
Short Elliott Hendrickson, Inc.
SRF Consulting Group, Inc.
Stanley Consultants
TKDA
Transportation Collaborative & Consultants
WSB & Associates, Inc.

Strategic Plan Relatability

Infrastructure & Asset Management

The city's engineering consulting pool augments staff in preparing and delivering projects that support all facets of the city's strategic profile.

Financial Consideration

No

Although no financial expense directly results from approval of the 2026-2028 general service agreements, consulting engineering services are reviewed and budgeted annually when preparing the city's budget and five-year Capital Improvements Program.

Background

In accordance with Council Policy 2.7, the city enters into three-year general services agreements with several consulting engineering firms to assist municipal staff in areas where special expertise is required or when the workload is such that it cannot be accommodated in a timely fashion by in-house staff.

In reviewing the qualifications, the philosophy is to establish a pool of firms whose combined and overlapping areas of expertise and abilities will allow staff to draw upon their services in the most cost-effective manner possible without becoming overly dependent on any one firm. While some firms are specialists in a specific field of practice, the city attempts to retain firms whose secondary areas of expertise can serve as backup in the event that a primary firm has a conflict of interest or is unable to undertake a project for whatever reason.

In an effort to continue to consider new opportunities as well as keep the current pool competitive, staff makes contact with and encourages applications from firms active in this region, specifically those that were not in the city's consultant pool to engage new working relationships. Staff also continues to be approached by firms interested in working for the city and the process continues to consider any and all qualified submittals from interested parties to ensure it openly promotes high-quality services and value for the city. The city received statements of qualifications from 23 of the 25 firms that stated their interest for consideration of selection to the upcoming pool cycle.

Following selection, the engineering services pool allows the city to use consultants and their personnel that typically know and are familiar with the city, providing efficiencies to projects and savings to the city, as well as new consultants with specific expertise. Staff selects consultants from its pool based on the complexity of the project and the availability of each consultant in order to utilize specific personnel and creativity needed for success. If unique and special projects arise in the future, staff continues to consider very specialized firms outside of the pool on an as-needed basis per the policy.

For the 2026 through 2028 period, the firms listed below are being recommended to the city council for consideration. These firms were selected after a thorough review of all statements of qualifications.

General Municipal, Structural, and Traffic Engineering / Transportation Planning

- a. Alliant Engineering, Inc.
- b. Bolton & Menk, Inc.
- c. PE Services
- d. Short Elliott Hendrickson Inc.
- e. SRF Consulting Group, Inc.
- f. Transportation Collaborative & Consultants (TC2)
- g. WSB & Associates, Inc.

Water Resources, Environmental Engineering, Natural Resource Management and Landscape Architecture

- a. Barr Engineering Company

- b. Damon Farber
- c. IMO Consulting Group

Geotechnical Engineering and Materials Testing

- a. American Engineering Testing, Inc.
- b. Braun Intertec Corporation

Utility, Mechanical, and Electrical Engineering – Public Works

- a. Advanced Engineering and Environmental Services, Inc. (AE2S)
- b. HDR Engineering, Inc.
- c. In-Control, Inc.
- d. Stanley Consultants
- e. TKDA

For this three-year period, staff is recommending that agreements be entered into with seven firms for general municipal, structural, and traffic engineering/transportation planning, three firms for water resources, environmental engineering, natural resource management, and landscape architecture, two firms for geotechnical engineering and materials testing, and three firms for utility, mechanical and electrical engineering. 14 of the 17 recommended firms are currently under contract with the city. Staff is satisfied with their quality of performance and level of service.

HDR Engineering, Inc. (HDR), PE Services and Stanley Consultants are being recommended for additions to the consultant pool for specific expertise and new perspectives on projects. Stanley Consultants provides a wide range of services with specific expertise in utility engineering and even more specifically, expertise in stray current, which is present with the Southwest LRT trains. PE Services provides specific expertise in survey and construction administration services. HDR provides professional service expertise in water and wastewater, as well as transportation. In addition to IMO and TC2, which have both been certified Disadvantaged Business Enterprises (DBE), PE Services has been a Certified Small Business Enterprise (SBE) and Woman-Owned Business Enterprise (WBE); all have key personnel on their teams that staff have worked with in recent years. Further, five additional firms, Short Elliot Hendrickson, WSB & Associates, Inc., BARR Engineering Company, HDR, and TKDA provided women client service managers for Minnetonka. All firms have agreed to pursue no further private development contracts within the city while in the consultant pool. Also, one firm from the 2023 selection will not be renewed into the current pool.

Overall, staff feels that this combination of consulting firms represents sufficient expertise to accommodate the recurring engineering needs of the city in an efficient and cost-effective manner. As part of the general services agreement, the fee schedules for the first year have been reviewed in comparison to other firms and were found to be consistent among the selected consultants.