

Memorandum

TO: City Council
FROM: Stephanie Smith , City engineer
DATE: January 21, 2025
SUBJECT: Authorize execution of a professional services agreement for private utility right-of-way permit review and construction administration.
ITEM NUMBER: 8.j
SECTION: CONSENT AGENDA

REQUESTED MOTION

Approve a professional services agreement with ISG for private utility right-of-way permit review and construction administration.

INTRODUCTION

The City of Shoreview has received requests from high-speed fiber companies to install fiber infrastructure within the public right-of-way. The projects are large in scale, requiring significant time for reviews and construction administration. Staff has identified the necessary services that could be provided by consultant staff and recommends the city council authorize approval of a professional services agreement with ISG.

DISCUSSION

The anticipated project submittals will be up to one mile in length and go through existing neighborhoods. When talking with other cities about similar private utility project permitting, a consistent theme was the large amount of time required to review permits, coordinate with stakeholders and inspect these installations. To ensure adequate staffing to process these permits, city staff negotiated a proposal for permit review and inspection services with a local firm specializing in these areas. The proposal from ISG is attached for reference. The proposed cost for their services is based on the scope of the permitted work and is intended to be funded by the right-of-way permitting fees.

RECOMMENDATION

Staff recommends the city council approve the proposal from ISG for engineering services related to right-of-way permitting for 2025.

ATTACHMENTS

[ISG Professional Services Proposal for ROW Permitting](#)