



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

<input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> P&F COMMITTEE <input type="checkbox"/> SPW COMMITTEE <input type="checkbox"/> MAIN AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) *provide copy of published hearing notice <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <input type="checkbox"/> Ordinance 1 st Reading
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: Is there a cost associated with this request: <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping \$ _____ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Please Explain:</u>	



April 13, 2022

Ms. Jennifer Bergman
City Administrator
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Re: Proposal to Provide Professional Engineering Services
Interim City Engineer

Dear Jennifer:

On behalf of WSB, we are pleased to submit this proposal to provide Interim City Engineer services to the City of Brainerd. We anticipate providing staff to fill the role beginning on May 9, 2022, upon receiving Council authorization, and will continue to serve the City until a new City Engineer is hired by the City, which is anticipated to be August 31, 2022. If after August 31, 2022 the City should still require interim services, WSB will work with the City to provide additional support as needed.

We have developed an approach based on our understanding of your needs as well as our familiarity with the City. Our approach includes the following:

Proposed Interim City Engineer

We propose to assign Paul Sandy, PE as the Interim City Engineer for the City of Brainerd. Paul's familiarity with the City and its current projects will provide continuity for the City as it works to hire a new City Engineer.

We expect to provide the following services to the City based on our discussion with you:

Scope of Services for Interim City Engineer

- Staff coordination and direction
- Communication of all necessary information to the City's Administrative Team, the City Council and the Safety and Public Works Committee regarding Public Works operations and facilitation of effective updates to stakeholders.
- Ensuring the Department delivers prompt, courteous and thorough customer service to the community.
- Overseeing the preparation and timely submittal of all Council agenda items.
- Coordinating weekly with Public Works Divisions, including:
 1. Streets
 2. Parks
 3. Utilities
 4. Engineering
 5. Transit
- Coordination of invoice payments for the departments.

- Providing construction administrative support for on-going Capital Improvement Projects, including:
 1. Responding to RFI's (requests for information) from City staff, consultants, and contractors when appropriate,
 2. Preparing staff report updates for inclusion in City Council and Safety and Public Works Committee updates,
 3. Preparation of changes orders as needed.
- Managing Department Operational and Capital Improvement Plan budget expenditures.
- Attending weekly Department Head meetings.
- Attending City Council meetings.
- Attending Safety and Public Works Committee meetings.
- Providing office hours on a specified schedule for regular and predictable availability, as well as flexibility to schedule additional meetings as needed.

This list is not all-inclusive, nor is it meant to be. We are comfortable working with you to prioritize the time spent on specific activities to get the most out of the time allocated to the position.

Office Hours

Close coordination and communication with the City will be important to ensure the appropriate amount of time is being allocated to keep important tasks on schedule. We believe that Paul can effectively serve the City by providing an average of 40-hours of on-site office hours each month.

It is proposed that office hours coincide with scheduled Department Head meetings. While additional on-site meetings with City Staff, residents, or other agencies will be scheduled as needed, in order to provide a consistent schedule we propose to have Paul maintain office hours at Brainerd facilities from 8:30 a.m. to 4:30 p.m. two days per week during weeks in which Council packets must be assembled, and possibly from 8:30 a.m. to 12:30 p.m. one day per week during weeks in which there are no Council packet submissions required. The specified office hour days will be agreed upon by WSB and the City. If it is determined that an alternative schedule would be beneficial to the City, we will work with you to adjust as needed. Paul will also attend City Council and Safety and Public Works meetings.

Basis of Compensation

Our goal is to provide the City with a compensation structure that best fits the needs of staff and customers alike. In addition to the strong leadership Paul brings with him to support the Department during this transitional time, the WSB Team wants to bring value to City services.

Based on the scope outlined above, we propose to provide Paul's services on monthly retainer basis of \$4,800 per month. This assumes an average of 10-hours per week of on-site support plus attendance at City Council and Safety and Public Works Committee meetings. This rate would be effective through August 31, 2022. If the City wishes to continue this agreement beyond August 31, 2022, we would be happy to meet with the City to evaluate additional Interim City Engineer services and provide a supplemental proposal. As a new City Engineer is hired on by the City, WSB will work with the City Administrator to define a mutually agreeable end-date for Interim City Engineer.

Retainer services for the month of May, 2022 are proposed to be prorated to reflect service for approximately 75% of the month, resulting in a monthly retainer amount of \$3,600.

For services that may be requested outside of this retainer scope, we propose to provide Interim City Engineer Services at an hourly rate of \$120/hour. Prior to beginning work on any requested out-of-scope services, Paul will seek authorization from the City Administrator after clearly defining the scope and expectations for deliverables.

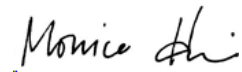
Start Date

We propose to have this contract begin on May 9, 2022 and following authorization by the City Council. If you are in agreement with the terms outlined in this proposal, WSB will draft a Professional Services Agreement for both parties to execute.

If you have any questions or concerns, please contact me at 952-737-4675. Thank you for the opportunity to serve the City of Brainerd.

Sincerely,

WSB



Monica Heil, PE
Vice President – Municipal Services