

March 22, 2011

A special meeting of the City Council was held on the above date. The purpose of the special meeting was to interview consultants for the Uptown Wastewater Treatment System Master Plan project. Mayor Simonson called the meeting to order at 6:03 p.m. The following were present: Council members Chris Ness, Jim Schneider, Sally Swanson and Mayor Randall Simonson. The following were absent: Council member Connie Amos. Staff present: City Administrator Anne Hurlburt.

The Council reviewed proposed interview questions and the procedure for the interviews. Each consultant was asked to give a 5 to 10 minute presentation, followed by questions and answers about their response to the city's request for proposals.

Interviews were conducted with representatives of four firms:

- Bolton & Menk (Mark Kasma, Brian Malm)
- Wenck Associates (Peter Miller, Ryan Lefers)
- WSB (Jamie Wallerstedt, Tom Roushar)
- TKDA (Ted Field, Chris Bryan)

After the interviews, the Council discussed the proposals. The consensus was that Bolton & Menk's proposal was best based on experience and their understanding of the project. WSB's proposal was also very good and seemed to be very "user friendly." Wenck did not appear to do as much homework on their proposal. The TKDA proposal did not include all the tasks included in the other proposal and appeared to assume facts that the other consultants would investigate and verify.

Staff was directed to work with Bolton & Menk to prepare a contract for City Council approval at the April 19 regular meeting.

The meeting adjourned at 8:39 p.m.

Respectfully submitted,

Anne Hurlburt
City Administrator/ Clerk