City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

March 24, 2016

MEMO

TO : Honorable Mayor and City Council Members

FROM : Gerald L. Clausen, City Manager

SUBJECT : Library/City Hall Project 2016-Selection of Consultant

We are now at steps 1, 2 & 3 as outlined in my memo of March 10, 2016;

1. Conduct an Environmental Site Assessment Phase I and Asbestos Survey, separate item on this agenda.
2. Engage a professional to examine the structural integrity of the 627 N Adams Street building.
3. Engage a professional to examine the total structure and provide a concept plan and estimated cost for 627 N Adams and 112 E 5th Street.

City of Carroll Purchasing Policy 0501indicates architectural/engineering services exceeding $5,000.00 "The Council will be asked to determine the method of selecting the consultant and with staff recommendation (make) the final approval".

I propose creation of an ad hoc Library/City Hall Consultant Selection Committee to review and make a recommendation to the Council:

Three Council Members

One Library Trustee

One Library Foundation member

Library Director

City Engineer

Members of the committee should be committed to meet frequently and move through the process to make a recommendation to the Council for approval. Time is of the essence.

City Engineer, Randy Krauel, has made hundreds of selections for professional contracts, and submitted them to the Council for approval. It is intended that this proven process will be endorsed and input from the other committee members will allow for a broader review leading to the eventual recommendation...

Estimated time for this process is two months. This will require a quick start and I would recommend the Committee conduct an initial meeting by April 1. The Committee's work will be completed upon making a recommendation and approval of such recommendation by the Council.

The Council does have the option to utilize the process currently used by the City Engineer thereby eliminating the need for a committee.

RECOMMENDATION: Motion to create an ad hoc Library/City Hall Consultant Selection Committee composed of three council persons, one Library Trustee, one Library Foundation member, Carroll Library Director and Carroll City Engineer to prepare a recommendation for Council consideration.