



Memo

DATE: March 29, 2017

TO: City of Manitowoc Finance Committee

FROM: Nicolas Sparacio
Community Development Director

RE: TIF Consultant Proposals Relative to Dowco Business Expansion Project

Greetings Members of the Finance Committee,

Due to the dollar amount of the initial bid I received from Ehlers, I sought additional proposals for TIF consulting services to assist with the scope of work needed to support the Dowco TIF assistance request. Vierbicher is a planning and engineering firm that I have worked with in the past that is able to provide these services on a timeline that matches our needs.

In addition to the cost, the primary difference between the Ehlers and Vierbicher proposals is the inclusion of services to write the related development agreement. Ehlers does not provide these services, so we would also have to hire an attorney to write the associated development agreement. The typical cost for an agreement of this nature would be an additional \$5,000. Vierbicher does write development agreements within their team and enlists the assistance of an attorney to review and approve the document as an overhead cost.

The following table summarizes the two proposals, and the full proposals are attached for your information:

	Vierbicher	Ehlers
Scope of Work	TID 15 Amendment Development Agreement	TID 15 Amendment ---
Cost		
Consultant Fees	\$11,000	\$12,000
Attorney Fees	\$500 *	\$5,000 *
Total	\$11,500	\$17,000

* Attorney fees with Vierbicher in case City's outside counsel is needed to review final development agreement. Attorney fees with Ehlers needed to write the development agreement.

I am confident in both firms' abilities to provide the services requested, but due to the greater value provided for the price, I recommend that we contract with Vierbicher on this project. I am requesting authorization for the Mayor and staff to execute a contract with Vierbicher for the services included in the proposal.

CC: Steve Corbeille, Finance Director