

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

FROM: Paula Vandehey, Director of Public Works
Pete Neuberger, Staff Engineer
Sue Olson, Staff Engineer

DATE: March 4, 2019

RE: Award of 2019H Consulting Services Contract to NES Ecological Services for Wetland Delineations in an amount not to exceed \$30,000.

The Department of Public Works is requesting approval of the 2019H Consulting Services Contract with NES Ecological Services for 2019 Wetland Delineations in an amount not to exceed \$30,000. Several wetland delineation projects have been identified, and the final scope of work provided may vary based on additional potential wetland evaluations to be determined in 2019. Actual costs will be charged to the City on a not-to-exceed time and material basis. After this contract, \$227,867 will remain in the 2019 stormwater consulting services budget.

CONTRACT SCOPE

As DPW implements its 5-year Capital Improvement Program, it must occasionally investigate potential wetlands to remain compliant with State and Federal wetland regulations. For 2019, several project sites have been identified for the stormwater program. The proposed contract also includes one project site for Community and Economic Development, and the DPW raw water line project. The known project list is below:

- Kernan Ravine Storm Sewer and Stream Stabilization
- Lightning Drive Future Road Extension - 600' n/o CTH JJ to Broadway
- French Road Future Urbanization – CTH JJ to Broadway
- Raw Water Line - Lake to Filtration Plant
- Future NW Industrial Park (Community and Economic Development)

Additional locations may be identified later in 2019. An allowance has been included in the proposed contract for such purposes. The proposed contract costs break down as follows:

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|-------------------------------------------------------------|----------|
| • Stormwater Sites Kernan, Lightning, French (Account 5210) | \$13,196 |
| • Raw Water Line (Account 5371) | \$5,854 |
| • Future Industrial Park (Comm/Econ Dev) | \$7,163 |
| • Allowance for Potential 2019 Sites (Account 5210) | \$3,787 |

EVALUATION OF PROPOSALS

DPW solicited proposals from five engineering firms: Martenson & Eisele, McMahon, MSA, NES, and raSmith. All five firms have a Wisconsin Assured Delineator on staff, which DPW considers essential to meet its quality, timing, and permitting needs. First, Technical Proposals were rated on a 100-point scale on the following criteria: Project Experience, Project Team, Project Approach, and Schedule. Technical Proposals were evaluated by a City review team consisting of Pete Neuberger, Staff Engineer; and Sue Olson, Staff Engineer.

After technical scoring was complete, the review team determined that four technical proposals met the requirements necessary to assure staff of the minimum desired level of service. For those four firms, the review team ranked the proposals after factoring in cost proposals. The following chart displays those results:

<u>Rank</u>	<u>Firm</u>	<u>Technical Score</u>	<u>Cost Proposal</u>	<u>Price Per Point</u>
1.	NES	95.0	\$26,213	\$275.93
2.	raSmith	98.5	\$28,512	\$289.46
3.	Martenson & Eisele	87.0	\$25,265	\$290.40
4.	MSA	82.0	\$25,820	\$314.88

The City determined the technical score and cost-effectiveness of the proposals and recommends NES for this task for the following reasons:

- NES and raSmith demonstrated very high quality technical proposals, with excellent experience and approach in providing a broad range of services including standard requirements of wetland delineation, as well as supplemental services that may be needed.
- While the four firms listed in the chart above demonstrated strong competency in their project approach, the NES proposal was identified as the most cost-effective once compensation was factored into the technical scoring.

CONCLUSION

Therefore, the firm of NES Ecological Services excelled by effectively demonstrating a project approach that best met staff's expectations for a thorough, cost-effective process for wetland delineation services using their experience, key project staff, and project approach, and has earned DPW's recommendation.

The RFP states that with satisfactory performance in 2019, the selected consultant may be contracted for this same work in 2020-2023 (five year maximum) without an RFP process. Therefore, if approved, and with satisfactory performance by the consultant, DPW staff anticipates contracting with NES for 2020-2023 wetlands delineations, subject to Utilities Committee and Common Council approval at the appropriate times.