



DEPARTMENT OF  
**PUBLIC  
WORKS**

## MEMORANDUM

**Date:** November 12, 2024  
**To:** Utilities Committee  
**From:** Laura Jungwirth, Director of Public Works  
Pete Neuberger, Deputy Director of Public Works/City Engineer  
**Subject:** Approve single-source award of 2024D contract for Northland Creek and Bellaire Watersheds Stormwater Evaluation to Brown and Caldwell in an amount not to exceed \$301,200.

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The Department of Public Works requests approval for the single-source award of the 2024D contract for Northland Creek and Bellaire Watersheds Stormwater Evaluation to Brown and Caldwell in an amount not to exceed \$301,200. After this contract, \$527,281 will remain in the 2024 stormwater consulting services budget.

In 2021 Brown and Caldwell (BC) was selected through an RFP process to study a portion of the Northland Creek watershed along Morrison Street between Wisconsin Avenue and Glendale Avenue, and Glendale Avenue between Meade Street and Ballard Road. This work required incorporating the existing Bellaire watershed model into the existing Northland Creek watershed model to account for the interconnections between the two watersheds.

Because of this recent work, their recent completion of the Citywide Stormwater Management Plan and their work under the 2022A through 2024A Stormwater Plan Review contracts, BC is very familiar with the history and the previous analyses involving these two watersheds, and will be the most efficient consultant to complete the work.

Work on this contract includes:

- Update the current model from the SCS Type II rainfall distribution and TP-40 rainfall depths to the current NRCS Atlas 14 rainfall distribution and depths.
- Incorporate modeling from the 2021 project to include both entire watersheds.
- Verify the updated model with a sensitivity analysis and correlate results with recent flooding reports.
- Verify and update overland flow paths using current LIDAR data and field observations within the watersheds.
- Incorporate pending tributary area modeling anticipated to be performed by Town of Grand Chute in Town areas, as may be available depending on timing.

- Perform subwatershed-level inlet capacity calculations per inlet data provided by DPW and field observations.
- Run sensitivity analyses for up to 16 concept-level runoff management scenarios using 10-year and 100-year storm events under two different antecedent moisture conditions, to narrow down potential locations and types of practices for more detailed evaluation.
- Evaluate up to 15 different individual storage and conveyance alternative components and present initial findings to DPW for initial feedback.
- For up to five alternative components, evaluate potential conflicts with other utilities and develop cost estimates.
- Develop up to four WinSLAMM models to identify potential stormwater pollution reduction measures that could be incorporated into the alternatives to improve MS4 Permit TMDL compliance.
- As directed by DPW staff, group individual alternative components into three combined alternatives.
- Assist DPW staff with presentation materials for Utilities Committee. DPW staff anticipate presenting combined alternatives to Utilities Committee for action at Committee and Common Council.
- Develop design refinements for a selected combined alternative to facilitate resolution of utility conflicts in preparation for anticipated future design phases.
- Prepare a technical memorandum documenting the procedures, recommended improvements, and conclusions for all tasks under this project.

Based on recently completed projects and their continued exceptional level of service, DPW recommends sole sourcing this contract to Brown and Caldwell.



## SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- Health or Safety Concern:** When a health or safety concern exists that is *not* an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- Continuity of design:** Consistency with current commodity or service.
- Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- Other:** Description provided below

Brown and Caldwell is the most efficient and cost-effective consultant to complete this work due to study completed in 2021, recent completion of the Citywide Stormwater Management Plan, and work under the 2022A-2024A Plan review contracts.

### PROPOSED DETAILS

Requesting dept: Department of Public Works

Product/service: Northland Creek & Bellaire Watersheds Stormwater Evaluation

Vendor name: Brown and Caldwell

Total cost: Total not to exceed \$301,200

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.

  
Purchasing Manager

11/4/24  
Date