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DEPARTMENT OF PUBLIC WORKS
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To: Municipal Services Committee
From: Danielle Block, Director of Public Works
Peter Neuberger, City Engineer/Deputy Director of Public Works
Luke Vandenberg, Project Engineer
Date: February 5, 2024
Re: **Award of 2024 Materials Testing and Contaminated Soils Contract (M-24) to Westwood Infrastructure, Inc. in an amount not to exceed \$100,000.**

The Department of Public Works recommends award of the 2024 Materials Testing and Contaminated Soils Contract (M-24) to Westwood Infrastructure, Inc. in an amount not to exceed \$100,000.

In January 2024 a Request for Proposals (RFP) was sent to twelve consulting firms. Five declined, five did not respond, and two proposals were received. The two firms submitting proposals were ECS Midwest, LLC and Westwood Infrastructure, Inc. Proposals were evaluated by Luke Vandenberg, Project Engineer and Sue Olson, Project Engineer.

Work under this contract includes the following:

- Material testing for concrete, asphalt, and soils,
- Contaminated material response, analysis, and permitting,
- Emergency response to illicit discharges,
- Styrene testing for cast in place pipe (CIPP),
- Performing environmental investigations,
- Performing geotechnical investigations

A quality-based selection process was used to review the Technical Proposal of the RFP.

Westwood's technical proposal stood out in the following areas:

- Clear understanding of all contract requirements,
- A complete proposal, addressing all information requested in the RFP,
- Licensed, experienced staff assigned to the project.
- Multiple staff available for coverage at all times,
- Recent relevant experience in all required project tasks,
- Demonstrated cost savings for recent City projects,
- Shortest response time (15-30 minutes) in case of encountering contaminated materials or an illicit discharge; and
- Established relationships with the DNR

The RFP requested a separate Compensation Proposal. The compensation proposals can only be used as a guideline for estimating a contract amount, as the actual testing needed during the year is unknown at this time. Funding for this work is included in each individual budget (concrete, asphalt, sidewalk, sanitary, storm and water). Expenditures will be for services actually performed and may be less than the awarded amount. A contract amendment will be brought to committee if additional funding is necessary.

The Request for Proposals specifically states: “*With satisfactory performance by the selected consultant services may be negotiated with the selected consultant and approved by the Common Council on a yearly basis for an additional 4 years.*” Therefore, if approved, and with satisfactory performance by the consultant, DPW staff anticipates contracting with Westwood Infrastructure, Inc. for these services through 2028, subject to Municipal Services Committee and Common Council approval at the appropriate times.