

## Department of Public Works – Engineering Division

### MEMO

**TO:** Utilities Committee

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

**DATE:** March 9, 2021

**RE:** Award of Single Source Contract with NES Ecological Services for 2021 Wetland Delineation Services in an Amount Not to Exceed \$35,639.70.

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The Department of Public Works is requesting approval to single source contract with NES Ecological Services, a Division of Robert E Lee & Associates, Inc. (NES) for 2021 Wetland Delineations in an amount not to exceed \$35,639.70.

#### **CURRENT AUTHORIZATION**

In February 2019, DPW issued a request for proposals (RFP) for Wetland Delineation Consulting Services. After evaluating the proposals, DPW recommended contract award to NES at the March 12, 2019, Utilities Committee. The committee authorized DPW to contract with NES for 2019 Wetland Delineations, in an amount not to exceed \$30,000. The award memo stated DPW anticipated a multi-year contract extension through 2023, subject to Utilities Committee authorization each year and satisfactory performance by the consultant. In 2020, Utilities Committee and Council approved a single-source quote for 2020 wetlands delineation services for \$22,778.

#### **REASON FOR REQUEST**

The request is made for the following reasons:

- Throughout 2019 and 2020, NES has strongly validated the results of the initial RFP evaluation by cost-effectively providing a very high level of expertise and customer service. Furthermore, because the primary staff person at NES is a WDNR Assured Wetland Delineator, the results of their work do not require a WDNR review and concurrence process. Avoiding this additional step has proved valuable for keeping projects on schedule and avoiding uncertainty.
- The 2019 proposal from NES identified a suggested annual labor and equipment unit price increase of approximately 3% each year throughout the anticipated 5-year period. The 2020 contract included an annual unit price increase of approximately 3.1%. The 2021 NES proposal includes a unit price increase of approximately 3.2% compared to 2020. DPW staff consider the request reasonable for providing continued cost-effective services.

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### **CONTRACT SCOPE**

As DPW and other departments implement their 5-year CIP, they must occasionally investigate potential wetlands to remain compliant with State and Federal wetland regulations. For 2021, several project sites have been identified. Cost estimate and responsible department are identified in the project list below:

- Edgewood Drive (CTH JJ) Water Main Extension (Public Works - \$3,439.90)
- Miscellaneous Stormwater Management Allowance (Public Works - \$7,560.10)
- Plamann Park Supplemental Delineation Work (Public Works - \$4,000.00)
- Raw Water Line Supplemental Delineation/Permit Work (Public Works - \$4,000.00)
- Potential Land Acquisition (Community and Economic Development - \$7,604.95)
- Lungaard Park (Facilities & Construction Mgt - \$3,676.65)
- Pierce Park Trails (Facilities & Construction Mgt - \$2,306.65)
- Memorial Park Parking/Pavilion (Facilities & Construction Mgt - \$3,051.45)

DPW staff also anticipate contracting with NES for 2022-2023 wetlands delineations, subject to Utilities Committee and Common Council approval at the appropriate times.