

Department of Public Works – Engineering Division

MEMO

TO: Municipal Services Committee

FROM: Danielle Block, Director of Public Works
Ross Buetow, City Engineer
Sue Olson, Staff Engineer

DATE: January 4, 2023

RE: Award of 2023 Materials Testing Contract (M-23) to Westwood Infrastructure, Inc. in an amount not to exceed \$100,000.

The Department of Public Works recommends award of the 2023 Materials Testing Contract to Westwood Infrastructure, Inc. in an amount not to exceed \$100,000.

In January 2019 a Request for Proposals (RFP) was sent to five (5) consulting firms and three (3) proposals were received. The Request for Proposals specifically stated: *“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.”* Based on the continued quality of work during 2022, staff recommends awarding the 2023 contract as the fifth year of the approval.

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

Although cost data was received as part of the proposal, the actual work needed during the year is truly unknown. 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.