

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: November 10, 2016

RE: Authorization to contract with RA Smith National for 2017 Wetland Delineation Services without an RFP process in an amount Not to Exceed \$11,000, and to negotiate wetland delineation services through 2018 with RA Smith National.

The Department of Public Works is requesting approval to contract with RA Smith National (RA Smith) for 2017 Wetland Delineations without an RFP process in an amount not to exceed \$11,000, and to negotiate with RA Smith National to perform these services through the 2018 calendar year. The scope of work provided will vary based on potential wetland evaluations to be determined for each calendar year. Actual costs will be charged to the City on a time and material basis, subject to committee and council approval of each year's contract.

CURRENT AUTHORIZATION

In the fall of 2013, DPW issued a request for proposals (RFP) for Wetland Delineation Consulting Services. After evaluating the proposals, DPW recommended contract award to RA Smith at the January 7, 2014, Utilities Committee. The committee authorized DPW to contract with RA Smith for 2014 Wetland Delineations, in an amount not to exceed \$10,600. The award memo stated DPW anticipated a multi-year contract extension through 2016, subject to Utilities Committee authorization each year and satisfactory performance by the consultant. Since that time, DPW has requested and received authorization to negotiate similar contracts with RA Smith for 2015 and 2016.

REASON FOR REQUEST

The request is made for the following reasons:

- Throughout 2014, 2015, and 2016, RA Smith 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 RA Smith is a WDNR Assured Wetland Delineator, (currently one of only fifteen in the state) 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.
- A number of stormwater projects for which RA Smith performed delineations are in the middle of multi-year design and permitting efforts. These efforts typically involve iterative

processes and discussions with WDNR and Army Corps of Engineers (ACOE) that benefit greatly by consistent participation by the wetland consultant. These projects include Leona Pond and the Spartan Drive area.

PROPOSED SCOPE OF WORK

For 2017, the Leona Pond site is known to require additional wetland investigation. We also anticipate meetings with the WDNR and ACOE regarding the Leona Pond and the Spartan Drive Area. DPW relies on having a consultant under contract to respond quickly to wetland investigation requests and will contract with the consultant in 2017 on a time-and-material basis for Leona Pond and other project sites to be identified in 2017, and any necessary meetings for on-going projects. For purposes of defining the amount of contract award, DPW staff used the amount included in the 2017 budget request for wetland delineations-- \$11,000.

CONCLUSION

The Department of Public Works requests authorization to contract with RA Smith National for 2017 Wetland Delineation Services without an RFP process in an amount Not to Exceed \$11,000, and to negotiate wetland delineation services through 2018 with RA Smith National. The 2018 contract will be subject to Utilities Committee and Common Council approval. DPW anticipates issuing a Request for Proposals for wetland delineation services in fall 2018 for work beginning in 2019.