



MEMORANDUM

TO: Community and Economic Development Committee

FROM: Matt Rehbein, Economic Development Specialist

DATE: September 6, 2017

RE: Proposal to Provide Wetland Banking Feasibility Analysis to the City of Appleton

The City has identified a need to mitigate several acres of wetlands between now and 2024 to accommodate anticipated future infrastructure improvements and business/industrial park development in the City. In anticipation of this need and potential future mitigation needs not identified at this time, the City would like to analyze the most prudent approach to accommodate these planned improvements and future wetland requirements. The Community and Economic Development Department (CEDD) has \$25,000 in their 2017 budget to complete this analysis.

A Request For Proposals (RFP) was prepared by the Community and Economic Development Department and Department of Public Works staff and sent to five (5) consultants on August 11, 2017 (attached). One proposal was received in response to the RFP. Current workload and timing were cited by two of the firms that chose not to respond.

The RFP broke out two phases of work. Phase I provides an analysis of feasible options to address the City's wetland mitigation needs. Phase II scope will be determined based on the results of the Phase I analysis. Due to the significant background work needed for Phase II, which will be accomplished in Phase I, CEDD recommends a contract for Phase I and Phase II work be awarded to the same contractor. Qualifications to complete Phase II work (regardless of the solution suggested) were requested in the RFP.

Stantec Consulting Services, Inc. submitted a proposal (attached) for Phase I work and qualifications for Phase II. The estimated cost of Phase I is \$14,950, on a time and materials basis. Staff from CEDD and DPW reviewed the qualifications, project experience, scope of work, cost and timing of the proposal and determined it does meet the requirements of the RFP and fully support hiring Stantec for both Phase I and Phase II work. The Phase I Final Report will be presented to CEDC in late November 2017. CEDC will then consider the Phase II Scope of Work at its December 13th meeting for Council approval on December 20, 2017.

Staff Recommendation:

Award Wetland Banking Feasibility Analysis to Stantec in the amount not to exceed \$25,000 for Phase I (estimated \$14,950 on a time and materials basis outlined in the proposal dated August 30, 2017) and anticipated Phase II scope of work (to be approved by CEDC on December 13, 2017) **BE APPROVED.**