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Department of Public Works – Engineering Division

MEMO

TO: Municipal Services Committee

FROM: Paula Vandehey, Director of Public Works *PAV*

DATE: November 2, 2017

RE: Approval to delay RFP process for one year and negotiate the 2018 Materials Testing Contract (M-18) with OMNNI Associates, Inc. without an RFP process.

The Department of Public Works requests authorization to delay RFP process for one year and negotiate the 2018 Materials Testing Contract (M-18) with OMNNI Associates, Inc.

In January 2015 a Request for Proposals (RFP) was issued and a Quality Based Selection process was used to award the 2015 Materials Testing contract to OMNNI Associates, Inc. The 2015 RFP also indicated that, with satisfactory performance, an additional two years could be awarded to OMNNI without an RFP process. Based on this process, other departments are able to contract with the selected consultant for the services covered in the RFP.

At this time, both DPW and Parks, Recreation, and Facilities Management have projects with OMNNI Associates that are on-going and changing consultants could cause delays. These projects include the Pierce Avenue storm sewer, the Ballard Road storm sewer, the Northland Pond, the Leona Pond, Evergreen Drive and Alvin Street Ponds, Jones Park, and the Exposition Center.

It is anticipated that these projects will be complete or at logical break points by the end of 2018 and an RFP will be issued for materials testing work beginning in 2019. OMNNI Associates, Inc. has performed well to date by scheduling drilling projects as soon as projects were defined, providing staff to respond to unexpected encounters with contaminated material and working smoothly with the Wisconsin Department of Natural Resources.

Therefore, the Department of Public Works requests authorization to negotiate the 2018 Materials Testing Contract (M-18) with OMNNI Associates, Inc. without an RFP process. The contract award will be brought forward for award after approval of the 2018 Budget.