



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: November 12, 2024

To: Utilities Committee

From: Laura Jungwirth, Director of Public Works
Pete Neuberger, Deputy Director of Public Works/City Engineer

Subject: Approve single-source award of 2024C Contract for Stormwater Quality Modeling to Brown and Caldwell in an amount not to exceed \$53,620.

The Department of Public Works requests approval for the single-source award of the 2024C Contract for Stormwater Quality Modeling to Brown and Caldwell in an amount not to exceed \$53,620. After this contract, \$828,481 will remain in the 2024 stormwater consulting services budget.

In 2022 Brown and Caldwell (BC) completed the Citywide Stormwater Management Plan and updated eight regional stormwater pond models as required by the Wisconsin Department of Natural Resources (WDNR). BC also developed a modeling methodology for Hydrodynamic Separation Devices (HSD) to streamline determination of their water quality efficiency that was accepted by the WDNR. In 2022, DPW updated other regional pond models for the City to further meet the WDNR requirements.

The Citywide Stormwater Management Plan is a dynamic document that involves regular updates, and the WDNR requires the City to make continued progress toward meeting the Citywide Stormwater Plan and the TMDL goals. This project will address both of those needs.

Work on this contract includes:

- Incorporate the updated regional pond models into the TMDL model and update associated tables and maps from the Citywide Stormwater Management Plan
- Apply the WDNR-approved approach for HSD efficiency to a significant portion of the City's HSD inventory

- Incorporate approximately 60 private stormwater practices from site development and subdivisions into the TMDL regional models and update the associated tables and maps from the Citywide Stormwater Management Plan. (The 2022 Citywide Stormwater Management Plan only included private practices that were completed by July 2020, including record drawings, certifications of construction and recorded maintenance agreements.)
- Update the Implementation Plans for the watersheds modified under this contract
- Prepare a Technical Memorandum suitable for reporting to the Wisconsin Department of Natural Resources
- Meetings and project management

This project is included in the 2024 adopted budget. Based upon recently completed projects, efforts on the Citywide Stormwater Management Plan to date, and their continued exceptional level of service, DPW recommends sole sourcing this contract to Brown and Caldwell.



SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- Health or Safety Concern:** When a health or safety concern exists that is *not* an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- Continuity of design:** Consistency with current commodity or service.
- Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- Other:** Description provided below

Brown and Caldwell's work in developing the original plan that is being updated as part of this contract makes them uniquely qualified to deliver the project cost-effectively.

PROPOSED DETAILS

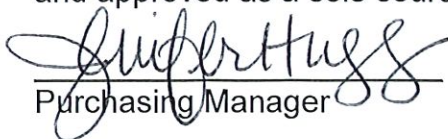
Requesting dept: Department of Public Works

Product/service: 2024C Contract for Stormwater Quality Modeling

Vendor name: Brown and Caldwell

Total cost: Total not to exceed \$53,620

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.


Purchasing Manager

11/4/24
Date