



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: November 11, 2024
To: Municipal Services Committee
From: Pete Neuberger, Deputy Director of Public Works/City Engineer
Subject: Award Single-Source Design and Construction-Related Services Contract with Desman Design Management for 2025 Repair and Maintenance Program for the Red, Yellow, and Green Parking Ramps in an Amount Not to Exceed \$96,370.

The Department of Public Works is requesting approval for the award of the Single-Source Design and Construction-Related Services Contract with Desman Design Management for 2025 Repair and Maintenance Program for the Red, Yellow, and Green Parking Ramps in an Amount Not to Exceed \$96,370.

In February of 2021, the Common Council authorized a sole source professional services agreement with Desman Design Management (“Desman”) for planning, design and administrative services related to the structural maintenance of the City’s public parking ramps. This agreement was authorized for a five-year period, subject to continued satisfactory performance by Desman.

Desman completed a comprehensive update to their original 2019 structural condition analysis of all three of the City’s parking ramps. The update included detailed descriptions of the structural condition of each ramp as well as general recommendations for short and long-term maintenance and repair needs. Accordingly, DPW developed a five-year Capital Improvement Plan to pursue recommended maintenance.

Per single-source contract authorizations provided at the April 10, 2023, Municipal Services Committee and April 19, 2023, Common Council meetings, DPW contracted with Desman to complete plans and specifications for 2023 and 2024 repairs in City parking ramps. Throughout 2023 and 2024, Desman provided these services to the satisfaction of DPW staff.

The 2024 Parking Utility budget includes \$100,000 for ramp structural repairs consulting services. Based on the Desman structural condition analysis and subsequent observations and discussions with DPW and Desman staff, DPW solicited and received a single-source proposal from Desman to provide consulting services for 2025 ramp structural/electrical repairs and preventive maintenance design and construction related services work.



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

PROPOSED DETAILS

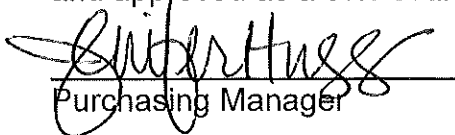
Requesting dept: Department of Public Works

Product/service: 2025 Repair and Maintenance Program

Vendor name: Desman Design Management

Total cost: Total not to exceed \$96,370

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

11/5/24
Date