

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

FROM: Paula Vandehey, Director of Public Works
Ross Buetow, Deputy Director of Public Works - Engineering
Pete Neuberger, Staff Engineer
Sue Olson, Staff Engineer

DATE: December 19, 2013

RE: Award of 2014B Stormwater Consulting Services Contract to RA Smith for Wetland Delineation Services in an amount not to exceed \$10,600.

The Department of Public Works is requesting approval of the 2014B Stormwater Consulting Services Contract with RA Smith National (RA Smith) for 2014 Wetland Delineations in an amount not to exceed \$10,600. The scope of work provided will vary based on potential wetland evaluations to be determined in 2014. Actual costs will be charged to the City on a time and material basis. After this contract, \$299,150 will remain in the 2014 stormwater consulting services budget.

CONTRACT SCOPE

As DPW implements its 5-year Capital Improvement Program, it must occasionally investigate potential wetlands to remain compliant with State and Federal wetland regulations. For 2014, the project sites that require wetland investigation are yet to be determined. Currently, it appears wetland investigation will be required for the proposed Leona Street Pond site. Since DPW relies on having a consultant under contract to respond quickly to wetland investigation requests, DPW solicited proposals based on performing wetland delineations for the Leona Street Pond site plus two hypothetical sites, for which engineering firms provided similar proposal scopes. The actual scope of work and associated costs will be based on the wetland delineations requested by the City during 2014. For purposes of defining the amount of contract award, DPW staff used the amount that was budget in 2014 for wetland delineations-- \$10,600.

EVALUATION OF PROPOSALS

DPW solicited proposals from six engineering firms. Proposals were rated on a 100-point scale on the following criteria: Project Experience, Project Team, Project Approach, and Schedule. Technical Proposals were evaluated by a City review team consisting of Ross Buetow, City Engineer; Pete Neuberger, Staff Engineer; and Sue Olson, Staff Engineer. The following chart also shows cost proposals provided based on the sites assumed in the RFP:

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<u>Rank</u>	<u>Firm</u>	<u>Score</u>	<u>Cost Proposal</u>
1.	AECOM	95.5	\$12,707
2.	RA Smith	92.5	\$7,652
3.	GRAEF	85.5	\$25,334
4.	McMahon	81.0	\$7,662

The City determined the technical score and cost-effectiveness of the proposals and recommends RA Smith for this task for the following reasons:

- AECOM and RA Smith demonstrated excellent experience and approach in providing a broad range of services including standard requirements of wetland delineation, as well as supplemental services that may be needed, including endangered species, functional values assessments, and regulatory agency coordination.
- While all responding firms demonstrated competency in their project approach, the RA Smith cost proposal was considerably less expensive than AECOM. DPW anticipates this will translate to cost savings at such time that actual wetland delineation sites are identified.

By consensus, the firm of RA Smith excelled by effectively demonstrating a project approach that best met staff's expectations for a thorough, cost-effective process for wetland delineation services using their experience, key project staff, and project approach.

CONCLUSION

The Department of Public Works requests approval of the 2014B Stormwater Consulting Services Contract with RA Smith for 2014 Wetland Delineations in an amount not to exceed \$10,600.

If approved, and with satisfactory performance by the consultant, DPW staff anticipates contracting with RA Smith for 2015 and 2016 wetland delineations without an RFP process, subject to Utilities Committee and Common Council approval at the appropriate times.