

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

FROM: Paula Vandehey, Director of Public Works
Pete Neuberger, Staff Engineer
Sue Olson, Staff Engineer

DATE: January 15, 2014

RE: Award of Birchwood Stormwater Pond Land Acquisition/Relocation Services Contract with OMNNI Associates, in an amount not to exceed \$104,200.

The Department of Public Works is requesting approval of the Birchwood Stormwater Pond Land Acquisition/Relocation Services Contract with OMNNI Associates, in an amount not to exceed \$104,200. Funding for this contract is included in the DPW 2014 Stormwater land acquisition capital budget for the West Wisconsin Flood Reduction Project.

CONTRACT SCOPE

As part of the flood reduction alternative approved by Common Council on October 16, 2013, DPW and the City Attorney's Office are proceeding with acquisition of five residential properties west of Birchwood Avenue and South of Glendale Avenue. These properties include four residences and one lot with an outbuilding, all of which require residential relocation services per Wisconsin statutes. The proposed contract scope includes the following tasks:

- Develop a Relocation Plan per Chapter 32, Wisconsin Statutes
- Distribute and explain the information and all required forms to each displaced resident, and survey each resident's relocation needs
- Present occupants with relocation benefits package
- Analyze existing data to determine each resident's compensation eligibility
- Assist each resident in determining payment alternatives
- Assist each resident with developing and implementing Moving Expense Claim
- Assist each resident with the Replacement Housing Claim
- Assist the City in all required notifications to property owners, including notices to vacate
- Search for replacement sites and refer comparable housing found to each resident
- Provide the City with written recommendations for amount of payment to be made and special considerations

EVALUATION OF PROPOSAL

Because of the specialty nature of these services, the City Attorney's office authorized DPW to obtain a single source quote from OMNNI associates. Based on OMNNI's familiarity with the City of Appleton and its procedures and values, recent work on similar City projects (Memorial Drive reconstruction, Wisconsin Avenue reconstruction), sensitivity to resident concerns during such projects, and specialized knowledge of relevant statutes, DPW and the Attorney's office think the OMNNI team provides the best opportunity for the City to remain in compliance with the statutes while protecting the City from unnecessary costs and delays. The Finance Department Purchasing Manager reviewed this recommendation and process and concluded that this is a reasonable single source request. Furthermore, the Attorney's office has reviewed the OMNNI cost proposal and determined it is in line with industry standard fees.

CONCLUSION

The Department of Public Works recommends approval of the Birchwood Stormwater Pond Land Acquisition/Relocation Services Contract with OMNNI Associates, in an amount not to exceed \$104,200.