



DEPARTMENT OF  
**PUBLIC  
WORKS**

## MEMORANDUM

**Date:** November 11, 2024  
**To:** Municipal Services Committee  
**From:** Pete Neuberger, Deputy Director of Public Works/City Engineer  
**Subject:** Approve Amendment #1 for 2024 Materials Testing Contract (M-24) with Westwood Professional Services with an increase of \$100,000, for a new total contract amount not to exceed \$200,000.

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The Department of Public Works requests approval of amendment #1 for 2024 Materials Testing Contract (M-24) with Westwood Professional Services with an increase of \$100,000, for a new total contract amount not to exceed \$200,000. Contract Funding is available within the individual 2024 DPW project accounts for the respective DPW projects.

The Department of Public Works is requesting an additional \$100,000 of funding for the 2024 Materials Testing Contract due to testing and response needs exceeding previously anticipated amounts. Anticipated remaining tasks include:

- Construction related services and review for the proposed Thrivent Development.
- Continued support for the H-23 Lightning Drive extension project.
- Meeting all railroad permitting requirements for the proposed utility crossings on Lawe Street and Badger Avenue.
- Materials testing for repairs at Green Ramp.
- Continued support for the Mackville Quarry site and re-establishment of the permitted compost pad.

In January 2024, DPW solicited proposals from twelve firms to provide construction materials testing and related environmental services. DPW received two proposals, and recommended award to Westwood using a quality-based selection process. Contract award was approved at the February 12, 2024, Municipal Services Committee meeting and the February 21, 2024, Common Council meeting.

M-24 Amendment #1

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The award memo indicated the following:

- funding for this work is included in each individual project budget.
- expenditures will be based on services actually performed and may be less than the awarded amount.
- a contract amendment will be brought to committee if additional funding is necessary.
- the RFP stated: “With satisfactory performance by the selected consultant services may be negotiated with the selected consultant and approved by the Common Council on a yearly basis for an additional 4 years.”

Based on Westwood’s excellent performance to date, DPW staff continue to anticipate contracting with Westwood Infrastructure, Inc. for services through 2028, subject to future Municipal Services Committee and Common Council approvals at the appropriate times.