



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: March 9, 2026
To: Municipal Services Committee
From: Peter Neuberger, City Engineer/Deputy Director of Public Works
Luke Vandenberg, Project Engineer
Subject: Request to Award 2026 Illicit Discharge Detection and Elimination
Ongoing Field Screening to Westwood Professional Services, Inc in an
amount not to exceed \$35,000

The Department of Public Works recommends award of the 2026 Illicit Discharge Detection and Elimination Ongoing Field Screening Program to Westwood Professional Services, Inc. in an amount not to exceed \$35,000.

Work under this contract includes the following:

- Field screening of stormwater outfalls.
- NR216 Reporting in accordance with WPDES General MS4 Stormwater Permit.
- Review of the current (2020) Ongoing Field Screening Program to be consistent and in compliance with the 2026 MS4 Stormwater Permit, which is expected to be issued later in 2026.
- Response and tracking of Illicit Discharges.

In March 2024 a Request for Proposals (RFP) was sent to five consultants and two proposals were received. The RFP specifically stated: “*with satisfactory performance by the consultant, Ongoing Illicit Discharge Field Screening services may be negotiated with the selected consultant on a yearly basis for up to four additional years (through 2028).*” Based on the continued quality of work during 2025, staff recommends awarding the 2026 contact as the third year of approval.