



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: May 11, 2026
To: Municipal Services Committee
From: Pete Neuberger, Deputy Director of Public Works/City Engineer
Subject: Request to Award Single-Source Design and Construction-Related Services Contract with Desman Design Management for 2027 Repair and Maintenance Program for the Red, Yellow, and Green Parking Ramps in an amount not to exceed \$195,950.

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 2027 Repair and Maintenance Program for the Red, Yellow, and Green Parking Ramps in an amount not to exceed \$195,950.

In 2019, Desman completed a structural condition analysis of all three DPW parking ramps. In 2025, Desman completed a comprehensive update to their original 2019 structural condition analysis and developed a Mechanical, Electrical, Plumbing (MEP) condition assessment of all three ramps. The update included detailed descriptions of the structural condition and MEP's of each ramp as well as general recommendations for short and long-term maintenance and repair needs. Accordingly, DPW developed a multi-year Capital Improvement Plan to pursue recommended repairs.

Based on the original 2019 Desman report and subsequent single-source annual design authorizations by the Common Council in 2023, 2024, and 2025, Desman has completed plans and specifications in DPW parking ramps. From 2023 to date, Desman has provided excellent design services to the satisfaction of DPW staff, and has leveraged their experience gained each year working in these ramps to provide cost-effective, well informed design solutions.

The 2026 Parking budget includes \$200,000 for ramp structural repairs consulting services. Based on the Desman analyses 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 2027 ramp structural/electrical/plumbing repairs and preventive maintenance design and construction related services. The Finance Department considered DPW's request for a single-source authorization review and has provided the attached Sole Source Request Approval.



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 commodities 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. **GSA Contract 47QSWA19D001F**
- Other:** Description provided below

PROPOSED DETAILS
Requesting Dept: Department of Public Works
Product/service: Repair & Maintenance for Parking Ramps
Vendor name: Desman Design Management
Total cost: Not to exceed \$195,950

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.

Jenifer Huss
Purchasing Manager

05/04/2026
Date