



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: March 23, 2026
To: Municipal Services Committee
From: Laura Jungwirth, Director of Public Works
Pete Neuberger, Deputy Director of Public Works/City Engineer
Subject: Request to Award Sole Source Consultant Contract for 2026 Construction Inspections Services to raSmith in an amount not to exceed \$80,000, contingent upon 2025 DPW budget carry over approvals

BACKGROUND

The Department of Public Works (DPW), Engineering Division -- Engineering Technician group provides construction inspection for storm sewer, sanitary sewer, water main, streets, and related public infrastructure each year to ensure such projects are built to City standards. There are currently several vacancies in the Engineering Technician positions, and recruitment efforts have been ongoing.

This staffing shortage coincides with a very high volume of new subdivision development projects involving public infrastructure, in addition to typical DPW construction projects. As a result, and as the 2026 construction season approaches, DPW currently does not have sufficient in-house staff to keep pace with the anticipated rate of public infrastructure construction to ensure City standards are met.

SOLE SOURCE PROCUREMENT AND PROPOSAL EVALUATION

In 2024 and 2025, DPW utilized raSmith for construction inspection on the Lightning Drive utility and street extension project when construction inspection demand exceeded DPW staff's capacity. The project was complex and raSmith staff were able to fill in proficiently while building familiarity with City standard specifications and procedures.

Based on anticipated 2026 needs, DPW reached out to raSmith to determine their construction inspection staffing capacity beginning in spring of 2026. raSmith responded affirmatively regarding adequate capacity and furthermore acknowledged that their staff who performed well on the Lightning Drive project would be available in 2026.

Given DPW's immediate needs and based on raSmith's availability, good track record, and familiarity with City standards, DPW requested a sole source authorization review by the Finance Department, which determined a sole source procurement with raSmith in this context is consistent with the City's purchasing policy. DPW obtained a proposal from raSmith for the required scope of services, and determined it meets or exceeds all project requirements at a reasonable cost.

RECOMMENDATION

Based on the evaluation of raSmith's sole source proposal and the ongoing need for contracted construction inspection services to support City standards, staff recommends that the Committee and Council authorize the City to enter into a contract with raSmith to provide 2026 construction inspection services on an as-needed basis, in an amount not-to-exceed \$80,000, subject to 2025 carry over approvals.