



City of Waukesha
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Committee: Board of Public Works	Date: 11/20/2024
Common Council Item Number: ID #24-11228	Date: 12/3/2024
Submitted By: Alex Damien, Director of Public Works	City Administrator Approval: Anthony W. Brown, City Administrator
Finance Department Review: Joseph P. Ciurro, Finance Director	City Attorney's Office Review: Brian Running, City Attorney
Subject: Review and act on the Consultant Contract for Environmental Services for 2025-2026 Municipal Construction Projects.	

Details:

The Department of Public Works solicited proposals for consultants to provide on-call or as-needed environmental services for 2025-2026 municipal construction projects. Three firms responded to the request for proposals for professional services. The City's review committee evaluated the responses based on the credentials of the team, project understanding, project approach, and cost/rates. Below are the rankings of the firms:

	SIGMA	MSA	TERRACON
Credentials of Team (30%) Score Average	3.00	2.48	0.68
Project Understanding (15%) Score Average	1.43	1.35	1.35
Project Approach (15%) Score Average	1.43	1.35	1.43
Project Cost (40%) Score Average	4.00	3.20	3.60
Total Score	9.85	8.38	7.05
Rank	1	2	3

The selection committee is recommending moving forward with The Sigma Group, Inc. as they have the required qualified professionals and have provided acceptable hourly rates.

The Environmental Services work for 2025 and 2026 will be paid at the approved hourly rates for the amount of work requested by the City. The hourly fee schedule for the consultants is listed below:

	SIGMA	MSA	TERRACON
Position	Rate	Rate	Rate
Project Manager	\$ 130.00	\$ 180.00	\$ 150.00
Lead Scientist	\$ 125.00	\$ 175.00	\$ 135.00
Scientist/Engineer	\$ 100.00	\$ 115.00	\$ 100.00
Enviro Tech	\$ 90.00	\$ 105.00	\$ 90.00

Options & Alternatives:

A contract with a different consultant could be approved, but The Sigma Group, Inc. provided the lowest hourly rates and have provided quality service for the City in previous years.

Financial Remarks:

The estimated costs associated with environmental services was budgeted for in the 2025 CIP as follows:
Environmental Services – Total Expense: \$20,000.00

A similar cost is anticipated for 2026 CIP projects as well.

The final project costs are to be determined and the consultant will be paid at the hourly rates approved for the work requested by the City.

Executive Recommendation:

Recommend approval of a contract with The Sigma Group, Inc., for Environmental Services for 2025 and 2026 Municipal Construction Projects for the hourly wages listed in the proposals pending final approval by the City Attorney.