



**City of Waukesha**  
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## City of Waukesha Cover Sheet

<b>Committee:</b> Information Technology Board	<b>Meeting Date:</b> 4/1/2026
<b>ID Number:</b> ID#26-03177	<b>Ordinance/Resolution Number (if applicable):</b> N/A
<b>Name of Submitter:</b> Jonathan Schapekahm, Dept of Public Works	<b>Common Council Meeting Date:</b> 4/23/2026
<b>Agenda Item Title:</b> Review and possible action on a contract to purchase 2NFORM storm water information management system software from 2NDNATURE.	

### Issue Before the Board/Council:

The city has an annual MS4 (Municipal Separate Storm Sewer System) permit administered by the Department of Natural Resources (DNR) which requires municipalities to reduce polluted storm water runoff by implementing storm water management programs with best management practices (BMPs). As a part of the permit, the city oversees approximately 3,100 manholes, 7,200 inlets, 90 city maintained BMPs, and 270 privately maintained BMPs. Having one unified database of information related to these assets would allow for increased efficiency in tracking and maintaining these assets as required by our annual DNR MS4 permit.

Accordingly, IT and Public Works issued two RFPs – one as a standalone solution and one as a part of the Community Development permitting software. Between the two RFPs, four RFP responses were received and evaluated. After careful consideration, the department chose 2NDNATURE’s 2NFORM software solution. This is a standalone software solution and not a part of the Community Development review software as their selected vendor, MaintStar, could not provide a storm water module with the required functionality.

The 2NFORM software provides one central location for all items related to storm water and would replace the use of spreadsheets, hard copy inspection forms, and multiple network directories to organize the information. Further, information can be collected/entered directly from the field via smartphone or tablet while working alongside and integrating with our existing ESRI GIS software.

The Attorney’s office and IT have completed a review of the contract. If approved, it is expected the new software will be implemented in approximately 3 months.

**Options & Alternatives:**

1. Approve the contract and allow the department to begin implementation.
2. Not approve the contract. If the contract is not approved, the department will fall back to using multiple spreadsheets, paper inspection forms, and multiple network directories to try to organize the significant amount of data generated for these thousands of assets.

**Additional Details:**

Additional specific benefits of the software:

**Municipal Maintenance Tracking**

- Track location and condition of city manholes, inlets, and ponds.
- Schedule maintenance. Activities can be logged and tracked, with assignments sorted by priority.
- Classify characteristics of stormwater outfalls. Inspect, record observations, collect readings, record samples from discharges directly into the software from the field.
- Attachment of photos and other documents. Related photos and documents can be directly attached to the asset's record.
- Location of assets can be captured using GPS in the field.

**Erosion Control Inspection Tracking**

- Creates registry of active/completed construction projects, including all documentation such as plans, inspections, and enforcement records.
- Enables contractors to review and respond to any enforcement notices via the web, reducing staff time.
- Can add photos while conducting onsite inspections to create a visual record of problems or solutions.
- Collect signatures digitally, while on site, and immediately produce and email PDF reports significantly reducing staff time back in the office. Document and authenticate that corrective actions were communicated to the responsible parties.

**Post Construction Tracking**

- Creates a living inventory of all private stormwater assets, designs, and project details. This is vital as the city obtains MS4 water quality credit from private stormwater BMPs.
- Can set automated reminders to issue notices to responsible parties, prompting them to upload their bi-annual maintenance and self-certification documents. Allows for easy tracking and review of submitted documentation.
- Centralized location of all documentation and construction plans, contact details, and communication history with the responsible parties.

**Illicit Discharge Tracking**

- Enable anyone to quickly capture events. Staff and public can capture location, date, and a photo of an incident.
- Reports of illicit discharge can automatically trigger an inspection by staff.

**What is the Strategic Plan Priority this item relates to:**

Service in Excellence

**What impact will this item have on the Strategic Plan Priority?**

Leverage technology solutions to enhance efficiency in service delivery to streamline processes, reduce costs, and improve the quality of services.

**Financial Remarks:**

The CIP project budget for account 1919.68170.25R10 is \$35,000.

First-year costs total \$25,153 which includes software licensing, implementation services (system configuration, data migration, and training) and integration with ESRI GIS.

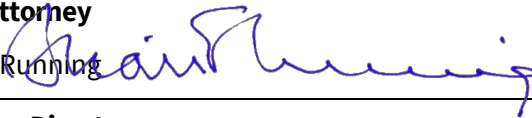

Beginning in year 2, the annual support cost will be \$38,862 representing an increase in this amount to the operational budget.

In year 3 and each subsequent year, annual support costs will increase by 3%.

**Recommended Motion:**

Move to approve the contract to purchase 2NFORM storm water information management system software from 2NDNATURE.

**Reviewed By:**

<b>City Attorney</b> Brian Running 	<b>Date Reviewed</b> 5 May 2026
<b>Finance Director</b> Joseph P. Ciurro	<b>Date Reviewed</b>
<b>City Administrator</b> Anthony W. Brown 	<b>Date Reviewed</b> 05/05/2026