



CITY OF WAUWATOSA
MEMO

To: **Financial Affairs Committee**

From: **David Simpson, Director of Public Works**

Date: **April 5, 2023**

Subject: **Consideration of approval of a Level III fund transfer and consulting services contract with CDM Smith for the creation of a Lead Service Line Replacement Plan in the amount of \$134,670**

A. Issue

Included in the 2023 water utility operating budget are funds for consulting services for assistance with the completion of a Lead Service Line Replacement Plan. A request for proposals for consulting services was issued and a recommendation is being made for award of a contract at this time as well as a request for a Level III fund transfer.

B. Background/Options

As part of Wauwatosa's continued dedication to ensuring safe drinking water we have budgeted for the completion of a Lead Service Line Replacement Plan beginning in 2023. The City currently has over 15,500 water service lines in use. Approximately 9,100 are considered in-use with lead/unknown material on the private and/or public portions of the service line. The completion of a Lead Service Line Replacement Plan will update and complete our current service line material inventory and develop a comprehensive plan to remove the remaining lead services while meeting all state and federal requirements to have such a plan in place by the end of 2024.

A request for proposals (RFP) for consulting services was issued for the creation of a Lead Service Line Replacement Plan. The scope of work will include the completion of a detailed service line inventory that meets State and Federal requirements, completion of a Lead Service Line Replacement Plan, and grant application assistance for the WDNR Safe Drinking Water Program (which is being funded in large part with Bipartisan Infrastructure Law funds). The scope also includes significant public outreach through the process with focus group meetings, public engagement, and discussions with a Common Council Standing Committee leading to ultimate approval of the plan by the Common Council, which may or may not include ordinance modifications as well.

Two responses to the RFP were received. While cost is not the determining factor in selecting the most qualified vendor to provide consulting work the proposal costs are shown below:

Consultant	Proposed Consulting Costs
Sigma	\$102,584.00
CDM Smith	\$134,670.00

Proposals were reviewed by a panel of City staff members who analyzed many factors including cost, relevant experience, proposed timeline, references, qualifications of key staff, and project understanding. Based on all the data available to us we are recommending that we enter into a contract with CDM Smith for a total fee not to exceed \$134,670.00. While CDM Smith is not the lowest cost proposal they have

extensive relevant experience including projects very similar to our proposed project in Wisconsin, with the most recent project beginning with West Allis shortly. When budgeting for this project we had originally envisioned a smaller scope, however, when reviewing the WDNR requirements as well as discussing the need for substantial public input and grant assistance the scope has expanded, which has led to proposal costs over the budgeted amount for the project. Given that this is such an important topic we believe the expanded scope is necessary so we are also asking for approval of a Level III fund transfer to fund the project.

C. Strategic Plan (Area of Focus)

Priority 3: Infrastructure

D. Fiscal Impact

The recommended contract with CDM Smith will have a cost not to exceed \$134,670, which is greater than the budgeted amount of \$60,000. To date, our maintenance of mains account and lateral replacement accounts are trending below an average year so we anticipate that expenses within those budgets will be less than anticipated for 2023 which allows for a Level III fund transfer to fund the entirety of the contract.

E. Recommendation

Authorize entering into a consulting services contract with CDM Smith for the creation of a Lead Service Line Replacement Plan in the amount of \$134,670 and approval of a Level III fund transfer in the amount of \$74,670.