



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 01/24/2023

Requisition Number: (8 characters)

Requestor Name: Matthew Allie

Requestor Phone Number: 608-266-4058

Requestor Email: mallie@cityofmadison.com

Fund: 1400 CAPITAL PROJECT

Agency: 40 ENGINEERING

Major: 53*** Supplies/Goods 541** Utilities 542** Building/Facility Maintenance/Repair 543** Software/Equipment Maintenance/Repair 544** Public Works Maintenance/Repair 545** Training/HR-Related Services 546** Consulting/Professional Services 548** Grants/Loans/Insurance/Other Services

Total Purchase Amount: \$139,520.00

Vendor Name: Sugar River Wetland Mitigation Bank

Product/Service Description: Wetland Mitigation Credits

 \$50,000 and UNDER

This form will be sent to the Purchasing Supervisor for review.

 OVER \$50,000Complete this form and draft a resolution using the sample resolutions provided by the City Attorney to your Budget Analyst. **Your resolution will not be added to the Finance Committee agenda without this form.**

Check the box(es) for the exception criteria you feel are applicable:

1. Public exigency (emergency) will not permit the delay incident to advertising or other competitive processes.
2. The services or goods required are available from only one person or firm (i.e., **true** sole source).
3. The services are for professional services to be provided by attorneys.
4. The services are to be rendered by a university, college, or other educational institution.
5. No acceptable bids have been received after formal advertising.
6. Service fees are established by law or professional code.

- 7. A particular consultant has provided services to the City on a similar or continuing project in the recent past, and it would be economical to the City on the basis of time and money to retain the same consultant.
- 8. Otherwise authorized by law, rule, resolution, or regulation. Explain:
- If procurement is being paid with Federal or State grant funds, the vendor was identified by name in the approved Grant Application. (OPTIONAL)

REASON FOR REQUEST

WHY A COMPETITIVE SELECTION PROCESS CANNOT BE USED:

Provide **detailed** explanation below. For a true sole source, provide all information to explain why this product or service can only be purchased from this vendor. For one-of-a-kind items not sold through distributors, explain the unique performance features of the product requested that are not available from any other product. For services, detail the unique qualifications this vendor possesses, or other reason(s) that meet the criteria selected above. Identify specific, measurable factors and qualifications.

Wetland mitigation credits are required for the Lower Badger Mill Creek Flood Mitigation project as a condition of Wisconsin Department of Natural Resources (WDNR) permit approval. Without this permit, the project cannot be built. WDNR and U.S. Army Corps of Engineers make a determination on type and amount of wetland mitigation credits required during the permit application review process. They also review the list of mitigation banks in the eligible region that have availability of the required mitigation credit type and quantity. There is only one qualifying mitigation bank with the necessary credit type available for purchase. If these mitigation credits are not purchased from a qualifying mitigation bank, the condition of permit approval will not be satisfied.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has not used this vendor before, so has no purchasing history to report.

Date:

Submit