



## Finance Department Purchasing Services

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## Non-Competitive Selection Request

Approval Date  
2026-06-12

Approved By  
Richards, Mary

Requisition Number

Fund  
2110 SEWER UTILITY

Major  
541\*\* Utilities

Agency  
Engineering

Total Purchase Amount  
\$ 74,320.00

Vendor Name  
Carollo Engineers Inc

### Product/Service Description

Engineering has an existing contract with Carollo Engineers to complete a sanitary sewer system study for the Sewer Utility. Staff would like to amend this existing contract to add additional scope to be completed by Carollo. The existing scope of work includes completing monitoring flows and levels in the sanitary sewer system at key locations to be used in calibration and validation of a computer model of the sanitary sewer system, built by Carollo. The original contract assumed that the monitoring period would be 3 weeks. The project team would like to extend this monitoring period to three months to collect additional data at these locations, which will provide a wider range of operating and weather conditions, improving the model calibration and allowing for additional potential future model refinements. Engineering staff worked with Carollo to reduce the overall number of locations from the maximum assumed in the original contract. This contract amendment would include monitoring of a total of 16 locations, for three months.

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Carollo's subconsultant RJN, will provide all services including installation, data collection, troubleshooting, and removal of sensors.

#### Exception Criteria

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.

#### Reason For Request

Engineering already has an existing contract with Carollo to complete the sanitary sewer system study. Carollo was selected through a competitive RFP process and was the highest scoring firm. The selection of Carollo was accepted under resolution RES-26-00087, Legistar #91577. This request is to support a contract amendment only which would allow for additional sanitary sewer monitoring to be completed under that existing contract.

When planning for site selection and installation of monitors, staff in coordination with Carollo, determined that extending the monitoring period from 3 weeks to 3 months would give us the opportunity to gather additional data which would be valuable in model calibration. The scope of work only includes calibrating the sanitary sewer models for dry weather conditions at this time. Due to budget and project timeline limitations Engineering did not anticipate calibrating to "wet weather" conditions. However, after conversations amongst the project team, it was felt that extending the monitoring period now would allow a wider range of operating conditions and weather conditions to be captured with current monitoring. Even though the models may not be calibrated to wet weather conditions at this time, having the longer monitoring period now would likely give that option in the future without a need to redeploy sensors again. I.e. it is much more cost effective to collect more data now and use it later, than it would be to monitor again in the future. Carollo and their subconsultant are very well qualified to complete this work and there is not sufficient time to go through a competitive process and still complete monitoring this year.

In reviewing the original technical and cost scores of all firms that submitted to the sanitary study rfp, even if the additional budget requested now were factored in, Carollo would still be the highest scoring firm by a fair margin. They were the highest scoring technical firm and the lowest cost firm. The additional costs would only move them to the second lowest cost firm. Finally, all firms were asked to provide unit costs for monitoring per site. Carollo's unit costs were the lowest of any submitting firm and the additional costs requested were developed using that unit cost. Therefore the project team staff feel that the additional work is provided at likely a lower value than what other firms may be able to provide.

#### Requestor

Stenjem, Ryan S Moder, Mark

#### Comments