



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: February 6, 2023

TO: Finance Committee

FROM: Adam Tegen, Director

RE: Recommendation on the Selection of a Qualified Environmental Consultant

The City recently issued a request for qualifications to comply with the procurement requirements of 2 CFR 200.317-200.326 and 2 CFR 1500 to retain the services of a Qualified Environmental Consultant (QEC) to assist the City in preparing and implementing environmental assessment and cleanup grants from federal, state, and local funding sources. In other words, the QEC assists the City in working on brownfield sites that are either owned by the City or private entities. Some examples of the larger federal funding sources include United State Environmental Protection Agency, United States Department of Agriculture, and the Community Development Block Grant program. Example state funding sources could include programs run by Wisconsin Department of Natural Resources and Wisconsin Economic Development Corporation. The City is required to go through the procurement process every five years, with the option to extend a contract an additional five years. The City last went through this process in 2013 and at that time selected Stantec. Since that time the City has worked closely with the consultant on numerous grants, investigations and cleanup projects under a Master Services Agreement and specific task orders.

A Request for Qualifications (RFQ) was released on December 12, 2022 with a required submission date of January 20, 2023. The RFQ was posted on the City website and directly sent to a list of 13 consulting firms that offer environmental consulting services. In total, five responses were received from Ayres, Fehr-Graham, Foth, Kapur, and Stantec. On February 6, 2023, staff from Public Infrastructure and Community Development met to review the proposals and make a recommendation. After reviewing the proposals under the 4 criteria outlined in the RFQ, it was the consensus of staff to recommend that the City enter into negotiations for a 5-year service agreement with Stantec.

If you have any questions, feel free to contact me at ategen@manitowoc.org or 920-686-6931.