

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

FROM: Paula Vandehey, Director of Public Works
Pete Neuberger, Staff Engineer
Sue Olson, Staff Engineer

DATE: December 1, 2015

RE: Award 2016A Stormwater Consulting Services Contract for 2016 Stormwater Management Plan Reviews to RA Smith National in an amount not to exceed \$75,000.

The Department of Public Works is requesting approval of the 2016A Stormwater Consulting Services Contract with RA Smith National for 2016 Stormwater Management Plan Reviews in an amount not to exceed \$75,000. The amount of work will vary based on the quantity and quality of submittals received for review in 2016. Actual costs will be charged to the City on a time and material basis. After this contract, \$672,530 will remain in the stormwater consulting services budget. This request is being brought forward now so that contracts can be signed and any submittals received in early January 2016 can be reviewed in a timely manner.

DPW completed an RFP process in late 2013 for 2014 Stormwater Management Plan Review services. The award for the 2014 services included the intent to contract with RA Smith National for 2015 and 2016 Stormwater Management Plan Reviews, subject to satisfactory performance by the consultant, and Utilities Committee and Common Council approval.

RA Smith National's performance in 2015 continues to be exceptional. They have continued to provide prompt and timely reviews, even with significantly more submittals than past years and tight timelines for large projects, such as Neenah Papers Expansion. They continue to work professionally with developers, the Wisconsin Department of Natural Resources, design consultants and especially with new design engineers. They have also continued to be a resource for City staff in understanding and navigating new regulations related to plan review and addressing missing study and model data for the City's storm sewer system when needed for private development.

Therefore the Department of Public Works recommends approving the award to RA Smith National for 2016 Stormwater Management Plan Review services in an amount not to exceed \$75,000.