

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

FROM: Danielle Block, Director of Public Works
Sue Olson, Staff Engineer
Pete Neuberger, Staff Engineer

DATE: November 28, 2022

RE: Award of 2023B Stormwater Consulting Services Contract for 2023 Stormwater Management Plan Reviews to raSmith in an amount not to exceed \$35,000.

The Department of Public Works is requesting approval of the 2023B Stormwater Consulting Services Contract with raSmith for 2023 Stormwater Management Plan reviews in an amount not to exceed \$35,000.

The scope of work provided will vary based on submittals received for review and includes review of erosion control plans for large projects over an acre, as needed. Actual costs will be charged to the City on a time and material basis.

In fall 2018, DPW solicited proposals from five engineering firms and received proposals from three of the firms. Both Brown and Caldwell and raSmith scored well and slight differences in pricing resulted in the 2019 award to Brown and Caldwell. However, due to several projects carried over from 2018 into 2019, two contracts were administered, one with each firm. The 2020, 2021 and 2022 plan review work was also awarded to both consultants due to the number and extent of plan reviews needed.

Due to the number of submittals that have been received over the past few years, the number of projects currently in the development stage and the length of time that many of these projects take to reach approval, staff continues to find that two contracts are an efficient way to provide timely service and cost effectiveness to developers. Both firms are equally qualified for this work and hourly rates are comparable, as demonstrated in the RFP process and work completed in 2019 through 2022.