

## 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:** November 10, 2016

**RE:** Authorization to contract with RA Smith National for 2017 Stormwater Management Plan Review without an RFP process in an amount Not to Exceed \$75,000, and to negotiate Stormwater Plan Review Services through 2018.

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The Department of Public Works is requesting approval to contract with RA Smith National (RA Smith) for 2017 Stormwater Management Plan Reviews in an amount not to exceed \$75,000, and to negotiate with RA Smith to perform these services through the 2018 calendar year.

### CURRENT AUTHORIZATION

In the fall of 2013, DPW issued a request for proposals (RFP) for Stormwater Management Plan Review. After evaluating the proposals, DPW recommended contract award to RA Smith at the November 26, 2013, Utilities Committee. The committee authorized DPW to contract with RA Smith for 2014 Stormwater Reviews, in an amount not to exceed \$75,000. The award memo stated DPW anticipated a multi-year contract extension through 2016, subject to Utilities Committee authorization each year and satisfactory performance by the consultant. Since that time, DPW has since requested and received authorization to negotiate similar contracts with RA Smith for 2015 and 2016.

### REASON FOR REQUEST

This request is made for the following reasons:

- Throughout 2014, 2015, and 2016, RA Smith has strongly validated the results of the initial RFP evaluation by providing a very high level of expertise and customer service. They have demonstrated excellent working knowledge of the City ordinance, State regulations, and the latest stormwater modeling software, and consistently offer thoughtful approaches to understanding the varied needs of our community.
- A number of large projects for which RA Smith has started stormwater reviews are in the middle of the review process, including the Primrose development, Eagle Point Senior Housing, the Exposition Center, Jones Park and the Outagamie County building expansion. The Exposition Center, Jones Park and Outagamie County building sites are within the same drainage basin and coordination of quantity control and street flooding impacts is necessary to

determine when storm sewer improvements need to be implemented. These projects will also require review and possible stormwater model updates of the as-built conditions.

- Due to current workloads and a staffing shortage in our Engineering Division, keeping the same review team will help us continue to provide a high level and timely service to our customers.

### **PROPOSED SCOPE OF WORK**

This scope of work under this contract includes reviewing stormwater management plans for site plans and subdivisions submitted under the ordinance, meeting with developers and their consultants, answering design and regulatory questions for consultants and City staff, and providing modeling assistance as needed to consultants and City staff. The amount of work will vary based on the quantity and quality of submittals received for review. Actual costs will be charged to the City on a time and material basis.

This request is being brought forward now so that contracts can be signed and any submittals received in early January 2017 can be reviewed in a timely manner.

### **CONCLUSION**

The Department of Public Works requests authorization to contract with RA Smith National for 2017 Stormwater Management Plan Review without an RFP process in an amount Not to Exceed \$75,000, and to negotiate Stormwater Consulting Review Services through 2018. The 2018 contract will be subject to Utilities Committee and Common Council approval at the appropriate time. DPW anticipates issuing a Request for Proposals for Stormwater Management Plan Review in fall 2018 for work beginning in 2019.