

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 2, 2019

RE: Award of 2020A Stormwater Consulting Services Contract for 2020 Stormwater Management Plan Reviews to Brown and Caldwell in an amount not to exceed \$25,000.

The Department of Public Works is requesting approval of the 2020A Stormwater Consulting Services Contract with Brown and Caldwell (BC) for 2020 Stormwater Management Plan reviews in an amount not to exceed \$25,000. The scope of work provided will vary based on submittals received for review. Actual costs will be charged to the City on a time and material basis. This is the first of several stormwater contracts DPW will be bringing forward for 2020. After this contract, \$743,250 will remain in the 2020 stormwater consulting services budget.

This would be the second year of a potential 5 year approval for this work. The Request for Proposals specifically stated: *“With satisfactory performance on this contract by the selected consultant and consistent staffing, the selected consultant may be contracted for this same work in 2020-2023 (five year maximum) without an RFP process.”* Although there have been some staff changes at BC during 2019, most staffing has remained consistent and they have worked efficiently with City staff and developers’ engineers.