

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: July 22, 2019

RE: Fourth Amendment to the 2018 Stormwater Management Plan Review contract with raSmith by an increase of \$15,000 for a total contact amount not to exceed \$132,500.

The Department of Public Works is requesting a fourth amendment to the contract with raSmith for 2018 Stormwater Management Plan Reviews by an increase of \$15,000, for a total contact amount not to exceed \$132,500.

Reviews for approximately five (5) stormwater management plans for site plans and two stormwater plans for subdivisions were started in 2018 but have not yet been completed or are making significant revisions requiring additional review. Staff believes that it is most efficient and cost effective to stay with raSmith to complete these plan reviews as opposed to starting with the new plan review consultant part way through a project.

Work under this contract is charged on an hourly basis and is therefore only used as needed. In order to keep projects moving forward, staff is requesting this amendment now, before the current contract is completely spent. The additional \$15,000 is within the 2019 Budget for Stormwater Management Reviews.