

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

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

DATE: February 5, 2019

RE: Award 2019L Leona Pond Construction Related Services Contract to Brown & Caldwell, in an amount not to exceed \$32,970.

The Department of Public Works staff recommends award of the referenced contract using a single-source quote from the pond's design engineer, Brown & Caldwell, in an amount not to exceed \$32,970 (budget \$35,000). Project scope is as follows:

Brown & Caldwell will provide the following services, on an as-needed basis, during construction of Leona Pond in 2019:

- Assist the City in answering design questions from contractor during construction.
- Assist the City in answering design questions from regulatory agency personnel during construction.
- Assist the City in preparing final report and related documentation for WDNR construction grant.
- Assist the City in considering and developing potential change orders.
- Review contractor submittals.
- Update the XP-SWMM model and WinSLAMM model for pond and storm sewer, based on as-built information.
- Calculate as-built earthwork quantities for payment using City survey data.

This request is consistent with the consultant construction services item in the DPW Stormwater Utility budget.

Therefore, the Department of Public Works requests that the Utilities Committee approve award of the 2019L Leona Pond Construction Related Services Contract to Brown & Caldwell, in an amount not to exceed \$32,970.