

## Department of Public Works – Engineering Division

### MEMO

**TO:** Utilities Committee

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

**DATE:** January 6, 2016

**RE:** Award 2016C contract for Leona Pond Final Design and Permitting contract to Brown & Caldwell in an amount not to exceed \$180,145.

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The Department of Public Works is requesting approval of the Leona Pond Final Design and Permitting contract with Brown & Caldwell in an amount not to exceed \$180,145. After this contract \$468,485 will remain in the 2016 stormwater consulting services budget.

Detailed flood studies were completed by AECOM for the Appleton Medical Center and Ballard Road drainage areas in 2010 and 2012, respectively. The Leona Pond was identified in the 2012 study to serve these areas. The staff at AECOM subsequently moved to Brown and Caldwell and in December 2014 completed the Preliminary Engineering for the Leona Pond. During the preliminary engineering phase, Brown and Caldwell staff worked with City staff to size storm sewer for Ballard Road to serve the Leona Pond and have it installed prior to the concrete paving of Ballard Road.

The scope of this contract includes the following::

- Attend five in person meetings and three web meetings with City staff, Department of Natural Resources (WDNR) staff, US Army Corps of Engineers (USACE) staff and the neighborhood.
- Complete survey work if City crews are unavailable at the time it is needed.
- Model the pond and inlet/outlet storm sewer pipes in XP-SWMM (quantity) and WinSLAMM (quality) to size the components properly and determine Total Suspended Solids and Total Phosphorus removal.
- Perform conceptual design of Coagulant Treatment System for Enhanced Phosphorus Treatment to be potentially installed in the future. Design and provide plans and specifications for components of this system to be installed now, such as sanitary sewer extension, future building location, and future access needs.
- Prepare plans and specifications for the pond, inlet storm sewer, inlet diversion structure, outlet structure and outlet storm sewers.
- Assist City staff with the Agricultural Impact Statement required for property acquisition.
- Prepare permit applications for the WDNR and USACE.
- Prepare two grant applications.

- Prepare an Operation and Maintenance Manual.

The City will contract with OMNNI Associates under the 2016 Materials Testing Contract for geotechnical analysis.

Staff assigned to this project from Brown and Caldwell completed the original studies for the Leona Pond based on a competitive RFP process. They were then selected for the Preliminary Engineering work based on their qualifications, experience and familiarity with the drainage basins. They have performed well on past projects and are also performing well under their current contracts for the Northland Pond Final Design and Spartan Drive Culvert and Stormwater Practices. Additionally, at the time of the preliminary design contract approval, the award memorandum identified that staff may request a negotiated scope with Brown & Caldwell for final design/permitting based on satisfactory performance during preliminary engineering. For these reasons, DPW is requesting permission to contract with Brown & Caldwell for these design services using a negotiated contract scope, in an amount not to exceed \$180,145.