



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: December 9, 2025
To: Utilities Committee
From: Laura Jungwirth, Director of Public Works
Pete Neuberger, Deputy Director of Public Works/City Engineer
Subject: Award 2026A Stormwater Management Plan review contract to Brown and Caldwell in an amount not to exceed \$40,000.

The Department of Public Works (DPW) requests awarding the 2026A Stormwater Management Plan Review contract to Brown and Caldwell (BC) in an amount not to exceed \$40,000. In 2023, a Request for Proposals was issued for stormwater management plan review. Two proposals from qualified consultants were received and each consultant was awarded a portion of the work. This approach worked well in 2025 and DPW is proposing the same approach for 2026.

Work under this contract includes working with City staff, developers and their consultants, and other regulatory agencies to review stormwater management plans and erosion control plans and develop these plans for City projects.

The number of plans submitted or needed during the year is unknown. This contract is billed on an hourly basis as projects occur. A contract amendment will be brought to the Utilities Committee if more projects are submitted than estimated for the available funds.

BC has performed exceptionally in 2025, providing technical expertise, timely review of projects, including subdivisions and large commercial projects, and communication with both City staff and developers.

The 2023 Request for Proposals stated: *"With satisfactory performance by the selected consultant(s) and consistent staffing, the selected consultant(s) may be contracted for this same work in 2025-2028 (five year maximum) without an RFP process."* Therefore, if approved, and with satisfactory performance by the consultants, DPW staff anticipate negotiating contracts without an RFP process with BC and/or raSmith for 2026-2028 Stormwater Management Plan Reviews, subject to Utilities Committee and Common Council approval at the appropriate times.