

## 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 1, 2020

**RE:** Award of 2021A Stormwater Consulting Services Contract for 2021 Stormwater Management Plan Reviews to Brown and Caldwell in an amount not to exceed \$37,500.

---

The Department of Public Works is requesting approval of the 2021A Stormwater Consulting Services Contract with Brown and Caldwell (BC) for 2021 Stormwater Management Plan reviews in an amount not to exceed \$37,500. This is half of the approved budget for this work.

The scope of work provided will vary based on submittals received for review and includes erosion control plan review for large projects over an acre. Actual costs will be charged to the City on a time and material basis.

This would be the third 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.”* BC has provided excellent service during 2020, working efficiently with City staff and developers’ engineers.