



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: December 10, 2025
To: Utilities Committee
From: Laura Jungwirth, Director of Public Works
Pete Neuberger, Deputy Director of Public Works/City Engineer
Subject: Award 2025B Stormwater Management Plan review contract to raSmith in an amount not to exceed \$30,000.

The Department of Public Works (DPW) requests awarding the 2025B Stormwater Management Plan Review contract to raSmith in an amount not to exceed \$30,000. 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. DPW is proposing the same approach for 2025.

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. In 2025 raSmith will also assist City staff with updating skills for the stormwater review software approved in the 2025 adopted budget.

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.

raSmith performed well in 2024, developing stormwater and erosion control plans for expansion of the Municipal Services Building into 3001 Glendale Avenue, as well as providing technical expertise, timely response to projects submitted for review and communication with both City staff and developer's engineers.

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 raSmith and/or Brown and Caldwell for 2025-2028 Stormwater Management Plan Reviews, subject to Utilities Committee and Common Council approval at the appropriate times.