

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: July 27, 2020

RE: Amend 2020A Stormwater Management Plan Review contract with Brown and Caldwell by an increase of \$10,000 for a total contact amount not to exceed \$35,000.

The Department of Public Works is requesting an amendment to the contract with Brown and Caldwell for 2020 Stormwater Management Plan Reviews by an increase of \$10,000 for a total contact amount not to exceed \$35,000. After this contract amendment, \$298,119 will remain in the 2020 stormwater consulting budget.

Due to the number of stormwater management plans submitted in the first half of 2020 and the number of plans expected to be submitted yet this summer, the original contact amount of \$25,000 is anticipated to be expended within the next month. Increased work includes reviewing erosion control plans over one acre per DNR until the new Erosion Control Inspector is fully trained to do this.

Work under this contract is charged on an hourly basis and is therefore only used as needed. In order to keep projects moving forward, staff is requesting this amendment now, before the current contract is completely spent.