

## Department of Public Works – Engineering Division

### MEMO

**TO:** Utilities Committee

**FROM:** Paula Vandehey, Director of Public Works  
Ross Buetow, Deputy Director of Public Works - Engineering  
Pete Neuberger, Staff Engineer  
Sue Olson, Staff Engineer

**DATE:** December 16, 2013

**RE:** Award of 2014E Stormwater Consulting Services Contract to Brown & Caldwell for Flood Hazard Mitigation Plan Update in an amount not to exceed \$19,964.

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The Department of Public Works is requesting approval of the 2014E Stormwater Consulting Services Contract with Brown & Caldwell for the Flood Hazard Mitigation Plan Update in an amount not to exceed \$19,964. After this contract, \$210,224 will remain in the 2014 stormwater consulting services budget.

#### CONTRACT SCOPE

The City developed its current Flood Hazard Mitigation Plan (FHMP) in 2009. The FHMP was developed to help reduce the risk of property damage within regulatory floodplains, and to achieve compliance with FEMA requirements so that the City will remain eligible for funding through FEMA grant programs. Since the FHMP was originally developed, changes have occurred to the City's regulatory floodplains, and redevelopment has occurred within the Fox River "flats". As part of DPW's effort to maintain and improve functionality of the FHMP, DPW issued an RFP to six firms to perform an update.

The consultant will update the existing 2009 Flood Hazard Mitigation Plan as follows:

- Provide an updated assessment of flood hazards, incorporating changes to the regulatory floodplain including FEMA map publications, Letters of Map Revision (LOMRs) and Letters of Map Amendment (LOMAs)
- Update owner and permit information for Fox River dams
- Add guidance for City flood emergency response procedures

## **PROPOSAL SCORING**

In October 2013 the Department of Public Works solicited proposals for this work from six consulting firms. Two proposals were received. Proposals were rated on a 100-point scale on the following criteria: Project Experience, Project Team, Project Approach, and Schedule.

<u>Rank</u>	<u>Firm</u>	<u>Score</u>	<u>Cost Proposal</u>
1.	Brown & Caldwell	95.0	\$19,964
2.	RA Smith	76.3	\$7,003

Brown & Caldwell's proposal best met staff's expectations by identifying the most comprehensive project approach to provide a plan update that meets the City's requirements. B&C also demonstrated the best team, with broad experience in Appleton and other areas, on similar projects; key B&C staff, working for AECOM at the time, developed the City's current FHMP. While RA Smith's cost proposal was significantly less expensive than B&C's, the review team determined that the RA Smith project approach and scope will not meet the minimum requirements needed to achieve DPW's goals for this project.

By consensus, Brown & Caldwell excelled by effectively demonstrating a project approach that best met staff's expectations utilizing their experience, key project staff, and project approach. The B&C proposal falls within the 2014 budget amount of \$20,000 for this project.

## **CONCLUSION**

The Department of Public Works recommends approval of the 2014E Stormwater Consulting Services Contract with Brown & Caldwell for the Flood Hazard Mitigation Plan Update in an amount not to exceed \$19,964.