



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 2025A Stormwater Management Plan review contract to Brown and Caldwell in an amount not to exceed \$80,000.

---

The Department of Public Works (DPW) requests awarding the 2025A Stormwater Management Plan Review contract to Brown and Caldwell (BC) in an amount not to exceed \$80,000. 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.

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. The 2025A contract award is requested for a larger amount than 2025B due to the large Thrivent project, on which BC has been working in 2024, and on which they will continue working throughout 2025.

BC has performed exceptionally in 2024, providing technical expertise, timely review of 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 2025-2028 Stormwater Management Plan Reviews, subject to Utilities Committee and Common Council approval at the appropriate times.