

## Department of Public Works – Engineering Division

### MEMO

**TO:** Utilities Committee

**FROM:** Paula Vandehey, Director of Public Works  
Pete Neuberger, Staff Engineer

**DATE:** February 18, 2020

**RE:** Award single source 2020E Spartan Drive Stormwater Ponds and Roadway Construction Related Services Contract to Brown & Caldwell, in an amount not to exceed \$43,900.

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The Department of Public Works staff recommends award of the referenced contract using a single-source quote from the pond's design engineer, Brown & Caldwell, in an amount not to exceed \$43,900 (budget \$50,000). Project scope is as follows:

Brown & Caldwell will provide the following services, on an as-needed basis, during project construction in 2020:

- Review shop drawings and other contractor submittals for project components designed by Brown & Caldwell.
- Participate in the preconstruction conference with contractor and attend regular project update meetings with City staff.
- Assist the City in answering design questions from contractor during construction.
- Assist the City in considering and developing potential change orders.
- Update the XP-SWMM model and WinSLAMM model for pond and storm sewer, based on as-built information.
- Calculate as-built earthwork quantities for payment using City survey data.

DPW staff are pleased with the professional services rendered by Brown & Caldwell during the design and bidding of this project. Brown & Caldwell developed all the pond plans and earthwork models and are uniquely qualified to deliver the requested services cost effectively. Therefore, DPW is requesting this single source contract with Brown & Caldwell. The requested contract is consistent with the consultant construction related services item in the DPW Stormwater capital budget.