

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

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

DATE: October 18, 2016

RE: Award 2016I contract for the Cotter Street Stormwater Pond Design and Construction Related Services to RA Smith National in an amount not to exceed \$30,428.

The Department of Public Works requests approval of the Cotter Street Stormwater Pond Design and Construction Related Services with RA Smith National in an amount not to exceed \$30,428. After this contract, \$195,535 will remain in the stormwater consulting services budget.

At the May 10, 2016 Utilities Committee meeting, a contract with RA Smith National was awarded for the Cotter Street Stormwater Management Alternatives Evaluation. The evaluation has been completed and at the October 11, 2016 Utilities Committee, Alternative G was approved. The May 2016 contract award also included language authorizing single source of the design and construction services contracts with RA Smith National without an RFP process.

Contract Scope

The following tasks are included in the pond design:

- Develop preliminary and final drawings and specifications for the Alternative G pond
- Attend meetings with City staff and the Developer during design
- Prepare a paving plan for the driveway modifications at Appleton Supply
- Hydrologic and hydraulic calculations for the pond
- Inlet capacity calculations
- Prepare updated estimates at design milestones
- Prepare the application and submit the Construction Site Permit to WDNR
- Provide Construction Related Services, including:
 - Respond to questions during bidding
 - Attending Preconstruction Conference
 - Respond to questions during construction
 - Verify earthwork quantities and confirm construction is consistent with design
 - Update the quantity and quality computer models per as-built survey data

Based on their performance during the evaluation phase and their qualifications as evaluated during the initial RFP process, the Department of Public Works recommends award of the 2016I contract for the Cotter Street Stormwater Pond Design and Construction Related Services to RA Smith National in an amount not to exceed \$30,428.