

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: December 1, 2014

RE: Award of 2015A Stormwater Consulting Services Contract for 2015 Stormwater Management Plan Reviews to RA Smith in an amount not to exceed \$75,000.

The Department of Public Works is requesting approval of the 2015A Stormwater Consulting Services Contract with RA Smith for 2015 Stormwater Management Plan Reviews in an amount not to exceed \$75,000. The amount of work will vary based on the quantity and quality of submittals received for review in 2015. Actual costs will be charged to the City on a time and material basis. After this contract, 521,300 will remain in the stormwater consulting services budget. This request is being brought forward now so that contracts can be signed and any submittals received in early January 2015 can be reviewed in a timely manner.

DPW completed an RFP process in late 2013 for 2014 Stormwater Management Plan Review services. The award for the 2014 services included the intent to contract with RA Smith for 2015 and 2016 Stormwater Management Plan Reviews, subject to satisfactory performance by the consultant, and Utilities Committee and Common Council approval. RA Smith's performance in 2014 has been exceptional and therefore the Department of Public Works recommends approving the award to them for 2015 Stormwater Management Plan Review services.