

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 2, 2019

RE: Award of 2020B Stormwater Consulting Services Contract for 2020 Stormwater Management Plan Reviews to raSmith in an amount not to exceed \$30,000.

The Department of Public Works is requesting approval of the 2020B Stormwater Consulting Services Contract with raSmith for 2020 Stormwater Management Plan reviews in an amount not to exceed \$30,000. The scope of work provided will vary based on submittals received for review. Actual costs will be charged to the City on a time and material basis. After this contract, \$713,250 will remain in the 2020 stormwater consulting services budget.

In fall 2018, DPW solicited proposals from five engineering firms and received proposals from three of the firms. Although raSmith scored slightly higher technically, the cost consideration supported awarding the 2019 stormwater plan reviews to Brown and Caldwell. However, there were several project reviews still open from 2018 and the raSmith contract was carried over to provide cost effective service for those projects. Therefore, in 2019 staff administered two plan review contracts and was able to provide timely service and cost effectiveness to developers. Had these projects been transferred to Brown and Caldwell, significant start up time and cost would have been incurred.

Both firms are equally qualified for this work as demonstrated in the RFP process and rates for staff assigned to these contracts are comparable for 2020. Because there continues to be open projects for which raSmith has provided review, such as Apple Ridge and North Edgewood Estates subdivisions, staff recommends two stormwater plan review contracts for 2020. The amount requested for raSmith exceeds that recommended for Brown and Caldwell due to the size and complexity of the subdivision reviews currently underway.