

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, 2017

RE: Award 2018 Stormwater Management Plan Review to raSmith in an amount not to exceed \$50,000.

The Department of Public Works is requesting approval to contract with raSmith for 2018 Stormwater Management Plan Reviews in an amount not to exceed \$50,000. This request is being brought forward now so that contracts can be signed and any submittals received in early January 2017 can be reviewed in a timely manner.

In November 2016, Utilities Committee and Common Council approved an extension of the Stormwater Management Plan review contract with raSmith through 2018 based on the latest RFP process and satisfactory performance. Over the last year, raSmith has provided a high level of expertise and customer service. They have demonstrated excellent working knowledge of the City ordinance, State regulations, and the latest stormwater modeling software, and consistently offer thoughtful approaches to understanding the varied needs of our community. They have also worked effectively with new engineering graduates at several firms submitting plans for review.

The Jones Park and Rocky Blier Run projects are still in the design phase. These projects are in the same drainage basin as the Exposition Center and the Outagamie County Administration Building Expansion projects. raSmith is providing coordination of modeling for quantity control and understanding of street flooding impacts from these projects to determine when storm sewer improvements need to be implemented. These projects will also require review and possible stormwater model updates of the as-built conditions.

This scope of work under this contract includes reviewing stormwater management plans for site plans and subdivisions submitted under the ordinance, meeting with developers and their consultants, answering design and regulatory questions for consultants and City staff, and providing modeling assistance as needed to consultants and City staff. The amount of work will vary based on the quantity and quality of submittals received for review. Actual costs will be charged to the City on a time and material basis.

Based on the approvals received in 2017 and continued exceptional performance by raSmith, the Department of Public Works requests authorization to contract with raSmith for 2018 Stormwater Management Plan Review in an amount Not to Exceed \$50,000. DPW anticipates issuing a Request for Proposals for Stormwater Management Plan Review in fall 2018 for work beginning in 2019.