

## Department of Public Works – Engineering Division

### MEMO

**TO:** Utilities Committee

**FROM:** Danielle Block, Director of Public Works  
Pete Neuberger, Deputy Director of Public Works/City Engineer

**DATE:** October 10, 2023

**RE:** Approve second amendment to 2023A Stormwater Management Plan Review contract with Brown and Caldwell by an increase of \$20,000 for a total contact amount not to exceed \$75,000.

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The Department of Public Works is requesting a second amendment to the contract with Brown and Caldwell (BC) for 2023 Stormwater Management Plan Reviews by an increase of \$20,000 for a total contact amount not to exceed \$75,000.

The number of stormwater management plans submitted in 2023, the number of plans expected to be submitted yet this fall and the coordination needed for larger projects, the contract amount of \$55,000 is anticipated to be expended in the next two months.

Work under this contract is charged on an hourly basis and is therefore only used as needed. In order to keep projects moving forward, staff is requesting this amendment now, before the current contract is completely spent.