

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

FROM: Danielle Block, Director of Public Works
Pete Neuberger, Deputy Director of Public Works

DATE: November 28, 2023

RE: Award of 2024A Stormwater Consulting Services Contract for 2024 Stormwater Management Plan Reviews to Brown and Caldwell in an amount not to exceed \$50,000. Award of 2024B Stormwater Consulting Services Contract for 2024 Stormwater Management Plan Reviews to raSmith in an amount not to exceed \$50,000.

The Department of Public Works (DPW) is requesting approval of the 2024A Stormwater Consulting Services Contract with Brown and Caldwell (BC) for 2024 Stormwater Management Plan reviews in an amount not to exceed \$50,000. DPW is requesting approval of the 2024B Stormwater Consulting Services Contract with raSmith for 2024 Stormwater Management Plan reviews in an amount not to exceed \$50,000.

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. This is the first of several stormwater contracts DPW anticipates bringing forward for 2024. After this contract, \$1,236,000 will remain in the 2024 stormwater consulting services budget.

DPW solicited proposals from four engineering firms and received proposals from two of the firms. Technical proposals were rated on a 100-point scale on the following criteria: Related Experience, Project Team, Project Understanding and Approach, and Schedule. Proposals were evaluated by a City review team consisting of City Engineer Pete Neuberger and Assistant City Engineer Mark Lahay.

<u>Rank</u>	<u>Firm</u>	<u>Score</u>
1.	Brown and Caldwell	97.0
2.	raSmith	85.5

2024A and 2024B Stormwater Awards

November 28, 2023

-Page 2-

After initial technical scoring, staff reviewed the compensation proposals provided by both firms. Based on a weighted distribution of assigned project team staff hours, DPW determined an average billable hourly rate of \$169.52 for BC and \$138.10 for raSmith. To rate estimated relative cost-effectiveness DPW then calculated a Price per Point for BC at \$1.75 and for raSmith at \$1.62.

Since 2020, DPW has contracted each year with two review consultants. This has allowed DPW to assign a given project to whichever consultant that staff deems best positioned to conduct the review, in consideration of such factors as workload and familiarity with project specifics. In staff's estimation, this has provided for a more cost-effective approach with quicker turnaround times than could be achieved with one firm. It also provides for an alternative in (historically rare) instances of potential conflicts of interest. BC and raSmith are the two review consultants that DPW has used this way during the past four years.

Based on the proposals and the work performed by both firms over the past four years, staff is confident that contracting with both firms and assigning reviews on a case-by-case basis provides the best option to deliver reviews in a cost-effective and timely manner for 2024.

The Request for Proposals states: *“With satisfactory performance by the selected consultant(s) and consistent staffing, the selected consultant(s) may be contracted for this same work in 2025-2028 (five year maximum) without an RFP process.”* Therefore, if approved, and with satisfactory performance by the consultants, DPW staff anticipate negotiating contracts without an RFP process with BC and/or raSmith for 2025-2028 Stormwater Management Plan Reviews, subject to Utilities Committee and Common Council approval at the appropriate times.