

## Department of Public Works – Engineering Division

### MEMO

**TO:** Utilities Committee

**FROM:** Danielle Block, Director of Public Works  
Sue Olson, Staff Engineer  
Pete Neuberger, Staff Engineer

**DATE:** November 28, 2022

**RE:** Award 2023A Stormwater Consulting Services Contract for 2023 Stormwater Management Plan Reviews to Brown and Caldwell in an amount not to exceed \$35,000.

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The Department of Public Works is requesting approval of the 2023A Stormwater Consulting Services Contract with Brown and Caldwell (BC) for 2023 Stormwater Management Plan reviews in an amount not to exceed \$35,000.

The scope of work provided will vary based on submittals received for review and may include erosion control plan review, if needed. Actual costs will be charged to the City on a time and material basis.

This would be the fifth year of a potential 5-year approval for this work. The Request for Proposals specifically stated: *“With satisfactory performance on this contract by the selected consultant and consistent staffing, the selected consultant may be contracted for this same work in 2020-2023 (five year maximum) without an RFP process.”* BC has provided excellent service during the past four years, working efficiently with City staff and developers’ engineers.