

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: November 20, 2018

RE: Award of 2019A Stormwater Consulting Services Contract for 2019 Stormwater Management Plan Reviews to Brown and Caldwell in an amount not to exceed \$50,000.

The Department of Public Works is requesting approval of the 2019A Stormwater Consulting Services Contract with Brown and Caldwell (BC) for 2019 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 and also includes review and updating of the ordinance governing stormwater plan review. Actual costs will be charged to the City on a time and material basis. This is the first of several stormwater contracts DPW will be bringing forward for 2019. After this contract, \$786,000 will remain in the 2019 stormwater consulting services budget.

DPW solicited proposals from five engineering firms and received proposals from three of the firms. Proposals were rated on a 100-point scale on the following criteria: Related Experience, Project Team, Project Understanding and Approach, and Schedule. Technical Proposals were evaluated by a City review team consisting of Ross Buetow, City Engineer; Pete Neuberger, Staff Engineer; and Sue Olson, Staff Engineer.

<u>Rank</u>	<u>Firm</u>	<u>Score</u>
1.	raSmith	96.67
2.	Brown and Caldwell	92.67
3.	AECOM	81.00

Based on the proposals and a follow up conference call with BC, staff is confident that both raSmith and BC are qualified to perform the work in a timely manner. After technical scoring was completed, the City reviewed cost proposals associated with each technical proposal. Per the

ordinance, review fees for stormwater management plans are passed through to the Developer and, although costs weren't part of the point score, they were considered heavily for this project. With similar team qualifications and percentage of review assigned to each team member, the average hourly rates for BC are approximately 15% less than raSmith. Therefore, staff recommends BC for this project.

The Request for Proposals specifically states: "*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.*" Therefore, if approved, and with satisfactory performance by the consultant, DPW staff anticipates contracting with BC for 2020-2023 Stormwater Management Plan Reviews, subject to Utilities Committee and Common Council approval at the appropriate times.