

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: May 26, 2022

RE: Amend 2022A Stormwater Management Plan Review contract with Brown and Caldwell by an increase of \$20,000 for a total contact amount not to exceed \$67,500.

The Department of Public Works is requesting an amendment to the contract with Brown and Caldwell (BC) for 2022 Stormwater Management Plan Reviews by an increase of \$20,000 for a total contact amount not to exceed \$67,500. After this contract amendment, \$ 331,500 will remain in the 2022 stormwater consulting budget.

Due to the number of stormwater management plans submitted in 2022, the number of plans expected to be submitted yet this summer and the coordination needed for larger projects, the original contact amount of \$47,500 is anticipated to be expended soon. Also, due to the staff change at the Erosion Control Inspector position, BC is also assisting the City with reviewing erosion control plans on larger sites that have additional WDNR requirements.

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.