

## Department of Public Works – Engineering Division

### MEMO

**TO:** Utilities Committee

**FROM:** Paula Vandehey, Director of Public Works  
Pete Neuberger, Staff Engineer

**DATE:** December 7, 2016

**RE:** Award 2017C Northland Pond Construction Related Services Contract to Brown & Caldwell, in an amount not to exceed \$77,110.

---

The Department of Public Works staff recommends award of the referenced contract using a single-source quote from the pond's design engineer, Brown & Caldwell, in an amount not to exceed \$77,110. Project scope is as follows:

Brown & Caldwell will provide the following services, on an as-needed basis, during bidding and construction of Northland Pond in 2017:

- Assist the City in answering design questions from prospective bidders during bidding, and prepare contract addenda as may be needed.
- Review bids and provide award recommendation.
- Assist the City in answering design questions from contractor during construction.
- Respond to questions from City staff during construction regarding pump station electrical and instrumentation.
- Assist the City in answering design questions from regulatory agency personnel during construction.
- Assist the City in considering and developing potential change orders.
- Review contractor submittals.
- Develop pump station "as built" drawings.
- Assist the City in processing potential pump station warranty claims.
- Update the XP-SWMM model and WinSLAMM model for pond and storm sewer, based on as-built information.
- Calculate as-built earthwork quantities for payment using City survey data.
- Prepare a pump station construction binder for Utilities Department that includes a log of approved contractor/supplier submittals, inspection reports, and project photos.
- Prepare and Operation and Maintenance (O&M) Manual for operation of pump station to be used by City maintenance personnel.

This request is consistent with the consultant construction services item in the DPW Stormwater Utility budget.

Therefore, the Department of Public Works requests that the Utilities Committee approve award of the 2017C Northland Pond Construction Related Services Contract to Brown & Caldwell, in an amount not to exceed \$77,110.