



Materials Management

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MEMORANDUM

DATE: August 8, 2022

TO: Membership of the Public Utilities Board

FROM: Laura Behrens, Procurement Assistant Director & Michael Linder, Engineer

SUBJECT: On-call stormwater services for the Capital Projects/Engineering Department
Amendment 1

On August 2, 2022 City Council approved an amendment for on-call stormwater services for the Capital Projects/Engineering Department.

An on-call contract with Freese and Nichols was executed on 10/8/2021 to assist the City with issues requiring stormwater expertise after the departure of the City's Stormwater Engineer. The original contract was structured to not-to-exceed \$47,850. This contract is intended to provide various stormwater engineering support services to City departments until the Stormwater Engineer position is filled. The City has utilized this contract for routine items such as development review, review of Federal Emergency Management Agency (FEMA) submittals for floodplain revisions, operations and maintenance recommendations, etc.

This contract is also being used to assist on larger-scale projects, such as the Community Rating System (CRS) cycle verification visit. The CRS is a voluntary incentive program that recognizes and encourages community floodplain management practices that exceed the minimum requirements of the National Flood Insurance Program (NFIP). By participating in this program, the City is able to secure a percentage reduction in flood insurance premiums for residents. With the assistance of Freese and Nichols, the Capital Projects/Engineering Department is working to improve the City's CRS score and decrease flood insurance premiums for residents. These items have largely depleted the initial contract funding, and the City has not yet received any qualified applicants for the Stormwater Engineer position. This contract value now needs to be increased due to the Stormwater Engineer position remaining vacant longer than anticipated.

This first amendment will ensure that important projects such as the CRS continue to move forward and that the Capital Projects/Engineering Department will continue to be able to provide stormwater expertise when needed for the City. Capital Projects/Engineering requests to add an

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additional \$93,000 to the total contract amount. This amount is estimated to cover services through October 2023.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On October 8, 2021, Purchasing approved the Professional Services Agreement with Freese and Nichols, Inc., in the not-to-exceed amount of \$47,850.

RECOMMENDATION

Award Amendment No. 1 with Freese and Nichols, Inc., for additional on-call stormwater engineering services for the Capital Projects/Engineering Department, in a not-to-exceed amount of \$93,000, for a total amended contract amount of \$140,850.

Submitted By:

Laura Behrens, Assistant Director of Procurement

Department Contact

Michael Linder, Engineer

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