MEMORANDUM

To: Dale Tech, Public Works Director
From: Mary Bosworth, Project Engineer
Subject: South Truck Route DBDP – Element 16 Culvert Crossing

Project No. 21-2668 / CIP No. 51331

The purpose of the memorandum is to provide an explanation for not utilizing the City of Rapid City’s Technical Consultant Selection Procedure for this project. Per section 1.B.1 of the Consultant Selection Procedure:

“The DME [Director/Manager/Executive] will have the option to select a consultant directly if it has been shown that the scope of work for the consultant service is so specialized as to eliminate any other firm from being selected.”

It is my opinion that FMG Engineering has particular familiarity with the South Truck Route DBDP – Element 16 Culvert Crossing (East Watts Lane) project, having recently designed the South Truck Route DBDP Element 203 which is the detention pond downstream of the proposed crossing and included a FEMA Letter of Map Revision (LOMR) in the project area.