MEMORANDUM

To: Dale Tech, Public Works Director
From: Brandon Quiett, Project Engineer
Subject: E Anamosa St. – Street and Storm Sewer Repairs, Project No. 21-2639 / CIP No. 51153

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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.”

The previous contract was less than $55,000 and therefore Rapid City’s consultant selection process didn’t apply. Now that the project is going to be redesigned and rebid, the existing engineer of record is the obvious choice even though the new contract will be over $55,000.