



MEMORANDUM

To: Mayor and City Council Members
Steve Parker, City Manager

From: Melissa Reynolds, P.E., MPA, CFM – Director of Engineering & Capital Projects

Through: Rick Cortes, Deputy City Manager

Subject: Drainage Master Plan Professional Services Agreement

Date: September 3, 2024

In 2019, City Council approved a resolution to develop the Stormwater Program and Utility Fee Program, which can be used to address maintenance and/or upgrading of existing stormwater infrastructure, installation of new drainage structures, and flood control and prevention. This Stormwater Utility Plan included an initial list of recommended projects to be funded by Stormwater Utility, including:

- Aerial imagery, LiDAR and Impervious Area Flight (completed with Stormwater Utility Implementation 2022)
- Inventory (awarded on August 6, 2024)
- Storm Water Criteria Manual (effective November 3, 2023)
- Drainage Master Plan (this Professional Service Agreement)

Seven (7) statements of qualification for Professional Services for Development of a Drainage Master Plan were received on April 16, 2024, for the above referenced project. Based on scoring criteria provided in the request for qualifications, two (2) consultant teams were interviewed by City Staff. Award of this project to Halff & Associates, Inc. is proposed based on the recommendation by the review panel following the rating and interview process.

Therefore, it is recommended that an agreement be executed with Halff & Associates, Inc. in the amount not to exceed \$380,000. Funding for this project has been secured through the FY2024 Capital Improvements Plan Budget.

City Staff has reviewed the Professional Service Agreement and recommend awarding a contract with Halff & Associates, Inc. for \$380,000. Funding was approved with the FY2023-24 Budget and is funded through the Stormwater Utility Fund.

Staff will be available to answer any questions at the September 3, 2024 City Council meeting.

