

MEMORANDUM

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

From: Melissa Reynolds, P.E., MPA, CFM, City Engineer

Through: Rick Cortes, Deputy City Manager

Subject: Professional Services Contract for Engineering Services for development of a Stormwater Criteria Manual

Date: October 3, 2022

In support of the City of Seguin stormwater program, the City has identified the need to create clear, defined design guidance for consistent stormwater infrastructure design. The City's Unified Development Code and Engineering and Development General Requirements Checklist both reference a Stormwater Criteria Manual that currently only exists as a part of the Engineering Development General Requirements Checklist. With the increased growth, the City has determined that a more robust technical document is required. Such documents are standard in most surrounding cities and will allow the City to define design criteria that will ultimately support a robust Stormwater Program. For cities in this region of Texas, it is certain development is going to occur. In order to ensure that development occurs with appropriate designs and within acceptable impact to our community, we must create and establish criteria that is clear, consistent, concise and relevant. Development of the first Stormwater Criteria Manual for Seguin will ensure that that we require new development to occur in accordance with current engineering practice and with minimal impacts to our existing and future residents.

In March 2022, a Request for Qualification Statements (RFQ) was issued to select a design firm for this project. A total of two (2) Statements of Qualification (SOQ) were received and staff determined the best course of action was to re-advertise. In May the RFQ was re-released and a total of seven (7) SOQs were received. The applications were reviewed by staff and ranked based on selection criteria. K Freese & Associates, Inc. has been selected to perform this work, based on experience on similar projects across the region. Staff recommends approval of the Professional Services Contract with K Freese & Associates, Inc. in the amount of \$164,250.00.

CAPITAL PROJECTS/ENGINEERING

Funding for the Stormwater Criteria Manual Project will primarily come from ARPA funds. Staff will be available to answer any questions.