

It's real.

Memorandum

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

From: Terri Lynn Ruckstuhl, Director of Utilities

Through: Tim Howe, Assistant City Manager

Subject: Resolution authorizing the City Manager to enter into a Master Short Form Services Agreement contract between the City of Seguin and HDR Engineering, Inc.; and declaring an effective date

Date: August 12, 2026

Historical Background

The City of Seguin Utilities Department utilizes the services of HDR Engineering, Inc. from time to time on an as-needed basis, predominantly in relation to the City's wastewater and water utilities. Therefore, the need for a Master Short Form Services Agreement, to allow intermittent use of HDR's services is appropriate.

Action Requested

Consider a resolution authorizing a Master Short Form Services Agreement between the City of Seguin and HDR Engineering, Inc. This will allow city to continue engaging HDR, due to HDR's qualifications and institutional knowledge of the City's utility network.

Procurement Methodology & Funding Source

HDR will provide the City's Utilities Department with a professional service task order with a projected gross fee of less than \$15,000.

Funds are provided for these professional services through fees collected for water and wastewater modeling services.

Staff Recommendation

It is recommended the agreement be approved.

ATTACHMENTS

1. Resolution – Master Short Form Services Agreement
2. HDR Master Short Form Services Agreement