

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: Resolution of the City Council of the City of Seguin, Texas authorizing a contract amendment to the professional services contract with BGE, Inc. for the Martindale Road Extension Project; authorizing the City Manager to execute contract amendments with providers; and declaring an effective date.

Date: October 21, 2025

Historical Background

In March 2021, BGE, Inc. was issued authorization for a preliminary engineering report for the Martindale Road Extension Project. The PER included comparison of engineering construction documents provided by the Navarro Oaks development team. Then, in February 2024, City Council authorized a professional services agreement with BGE, Inc. for the project based on required traffic mitigation for adjacent existing and proposed developments. In June 2024,

The current professional services contract assumes City initiated right-of-way dedication in advance of development responsibility to construct the Martindale Road Extension.

Contract Amendment #1 was authorized on June 18, 2024, for the additional engineering services to design the intersection of Martindale Road and Twin Oak Road.

Contract Amendment #2 was authorized in October 2024. While this contract amendment was not related to the current project, a schematic for the northern limits of Martindale Road was required for grant submittal purposes.

Action Requested

Contract Amendment #3 is requested by BGE for additional engineering, surveying, and utility relocation services.

- Field Survey: 6 parcels assumed, 12 parcels required
- Roadway Design Controls: utilities assumed to be installed by the developer at the time of road construction. Currently, the City is anticipating authorize construction of the roadway and utilities are required to be installed at the time of road construction.
- Drainage: additional drainage design was required based on incomplete construction plans provided by the Navarro Oaks team (construction plans for Unit 3 have not been approved).

Original Contract	\$165,391.26
Contract Amendment #1	\$56,290.18
Contract Amendment #2	\$10,000.00
Requested Contract Amendment #3	\$177,897.92
Total Contract Fee	\$409,579.36

It's real.

Note that the Roadway Impact Fee construction estimate for this project is \$5,500,000. An 8% engineering fee would have resulted in a contract of **\$440,000**.

Procurement Methodology & Funding Source

Procurements were made according to the City of Seguin Purchasing Policy and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which is codified in Part 200 of Title 2 of the Code of Federal Regulations. Funding for this contract amendment is made available by Roadway Impact Fees.

Staff Recommendation

Staff recommends the contract amendment to the BGE, Inc. professional services contract be authorized in the amount of \$177,897.92.

ATTACHMENTS

1. 2025.10.21 Resolution Martindale Contract Amendment
2. Strempel_Martindale BGE Contract Amendment