

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 the City Manager to enter into a Professional Service Agreement in the amount of \$85,000 with TRC Engineers, Inc. for the Texas Department of Agriculture 2025-2026 Community Development Fund Project; and declaring an effective date.

Date: April 1, 2025

Historical Background

The City of Seguin was notified in January 2025 by the Texas Department of Agriculture that the City is invited to submit a fully-developed Project Application. TDA's two-phase application process involved Community Applications requesting Community Development Block Grant (CDBG) funding and a Project Application.

The project application will involve three or four potential project areas for TDA's consideration. Projects range from water, drainage, or roadway improvements with a maximum grant funding of \$750,000. TDA offers competitive grant programs to distribute funding to small and rural communities across the state. The projects in the application must benefit primarily low- to moderate income areas.

The City will be responsible for any engineering or construction costs above the grant amount after the City accepts the grant terms, if approved. When the project is complete, the City will accept it for maintenance.

Eight (8) statements of qualifications for Professional Services for Engineering/Architecture/Surveying Services were received on March 13, 2025. Based on scoring criteria provided in the request for qualifications, award of this project to TRC is proposed based on the recommendation by the review panel following the rating process.

Action Requested

The goal of this Professional Services Agreement is to provide engineering services required for the Project Application including map(s) of the service area, project descriptions, and plans to document the national program objective for the Project.

Procurement Methodology & Funding Source

Funding for the professional services has been identified from the SWUR.

Staff Recommendation

Staff recommends that the professional services agreement be executed TRC Engineers, Inc. (TRC) in the amount of \$85,000.

It's real.

ATTACHMENTS

1. 2025.04.01 Resolution TxCDBG Engineering PSA
2. Professional Services Agreement