



## **AGENDA MEMO**

### **12/5/2017 Agenda**

**TO:** Honorable Mayor and City Council

**FROM:** Jacob Speer, Director of Public Works

**SUBJECT:** Approval of a contract with Huitt-Zollars, Inc. for general engineering services

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#### **BACKGROUND:**

The City's long-tenured City Engineer retired in July 2016. Upon his retirement, staff began searching for an engineer to fill the vacancy. After multiple job postings, interviews, and job offers, the position remains unfilled. The City currently has no engineer on staff.

It was determined that, in order to fulfill the requirements of the engineering department on a temporary basis, it is best to work with an engineering firm who can serve in the capacity of a City Engineer. Working with the Purchasing Manager, staff drafted a Request for Qualifications (RFQ) and posted the RFQ on BidSync. Eighteen (18) firms responded with Statements of Qualification. Staff reviewed and scored each of the submittals and interviewed the top three (3) firms. The three firms were scored again after the interviews with Huitt-Zollars receiving the highest score.

Staff then requested a proposal from Huitt-Zollars for general engineering services. The proposal is provided with this memo along with a contract for engineering services. The contract was reviewed and approved with modifications by the City Attorney.

The proposed agreement outlines the hourly rates for general engineering services and provides a process for developing subsidiary, project-specific agreements for larger scale efforts. The proposed hourly rates are consistent with those of other firms with whom we've recently worked. The project-specific work authorizations will also be presented to Council for consideration where appropriate.

#### **RECOMMENDATION:**

Staff recommends City Council approval of the contract with Huitt-Zollars, Inc. for general engineering services.