

CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** January 9, 2023

SUBJECT: Authorize the City Manager to execute a professional services agreement for engineering services with Halff Associates, Inc., in an amount not to exceed \$199,879 for the Meadow Lakes BFC-7 Drainage Improvements Project (DR2303).

PRESENTER: Caroline Waggoner, Director of Public Works

SUMMARY:

Council is being asked to consider a professional services agreement with Halff Associates, Inc. for engineering design services for the Meadow Lakes BFC-7 Drainage Improvements Project.

GENERAL DESCRIPTION:

The Meadow Lakes BFC-7 Drainage Improvements Project follows a 2020 flood study project whose scope involved hydraulic modeling and mapping of the floodplain along a tributary to Big Fossil Creek known as BFC-7. The flood study revealed that approximately 18 properties are impacted by the regulatory floodplain, with at least five dwellings mapped into the updated Special Flood Hazard Area boundary. The purpose of this new project is to design storm drainage improvements to increase system capacity and reduce the spread of floodplain onto existing developed properties.

Staff recommends award of this design contract to the engineering firm (Halff Associates) that performed the recent flood study. The firm's in-depth knowledge of the area hydrology and hydraulics makes them best qualified to provide the engineering design for this particular project.

The engineering agreement outlines the scope of work in Exhibits B, C and D. Listed below are the key items within the scope of work:

- Survey and engineering design
- Geotechnical analysis and U.S. Army Corps of Engineers coordination
- Bidding and construction phase services
- FEMA Letter of Map Revision (LOMR) submittal and coordination



The Public Works Department negotiated a design fee of \$199,879. This basic services fee consists of project management, engineering design, bidding and construction phase services, and LOMR preparation and submittal. The special services fee consists of topographic survey, geotechnical analysis, USACE permitting and easement preparation (if needed).

Basic Services	\$ 159,203
Special Services	<u>\$ 40,676</u>
Total Design Fee	\$ 199,879

The project budget has sufficient funding for this contract, although it will require shifting funds from the construction phase to design phase to handle the full design contract amount. The project schedule anticipates bidding the project in early 2024. Funding for this project was included in the FY22-23 Adopted Budget.

RECOMMENDATION:

Authorize the City Manager to execute a professional services agreement with Halff Associates, Inc., in an amount not to exceed \$199,879 for design of the Meadow Lakes BFC-7 Drainage Improvements Project (DR2303).