



## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager    **DATE:** June 23, 2025

**SUBJECT:** Consider a professional services agreement for engineering design services with Halff Associates, Inc., in an amount not to exceed \$670,700 for the Chapman Road Project (ST2404).

**PRESENTER:** Nathan Frohman, City Engineer

### **SUMMARY:**

Council is being asked to consider a professional services agreement for engineering design services with Halff Associates Inc., for the Chapman Road Project from Rufe Snow Drive to Brookshire Trail.

### **GENERAL DESCRIPTION:**

The Chapman Road project consists of engineering design and construction of approximately 3,100 linear feet of Chapman Road from Rufe Snow Drive to Brookshire Trail. The improvements include reconstructing the existing roadway with new full-depth subgrade and new reinforced concrete pavement and the addition of pedestrian facilities. Additionally, underground utilities including a water line, two sewer lines, and a large diameter storm drain will be reconstructed. The road will be reconstructed within the existing right-of-way in its current roadway configuration.

Staff followed city policy and state law for procuring professional services for the design of this project. Requests for Qualifications (RFQ) 25-019 were sent to local engineering firms and advertised on the city's website. Twenty-two (22) firms responded by submitting statements of qualifications to the city. The selection committee chose Halff Associates, Inc., to provide design services for the 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:

- Engineering design of the paving, drainage, and utility improvements
- Survey and Geotechnical analysis
- Subsurface Utility Engineering, permitting, bidding, and construction phase services

Basic Services	\$ 538,800.00
Special Services	\$ 61,800.00
Additional Services	<u>\$ 70,100.00</u>
<b>Total Design Fee</b>	<b>\$ 670,700.00</b>



The Public Works Department negotiated a design fee of \$670,700. This project was included in the FY 2024-25 adopted capital budget with funding from the 2020 bond election. The project schedule anticipates going out for construction bids in Summer 2026.

**RECOMMENDATION:**

Approve a professional services agreement for engineering design services with Halff Associates, Inc., in an amount not to exceed \$670,700 for the Chapman Road Project.