



Agenda Briefing

Date of Meeting: 06-04-2019

Submitting Department: Purchasing

Date Submitted: 05-30-19

Prepared By: Liz Lopresti

Presenter: Kevin Padgett

Will there be a guest/visitor presenter who is not an employee? Yes No

Guest/Visitor Presenter's first and last name: n/a

Subject: Professional Services Agreement and Task Order No. 1 with Cobb Fendley & Associates for 404 HMGP Application Revision and Engineering Services for the City's Wastewater System Infrastructure Retrofit (Project 2018-301-02).

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Type of Item:

Ordinance

Public Hearing

Resolution

Discussion & Direction

XX Contract/Agreement

Other :

Executive Summary:

The City has the opportunity to apply for a Grant for the Pine Gully Wastewater Treatment Plan. An Engineering Firm is needed to submit the grant application, complete the design engineering for the project and help manage the construction phase. The application and engineering for the project will be covered by a Master Professional Services Agreement, with Tasks to be included for each stage. Task No. 1, Application Revision, is included with a not to exceed cost of \$5,000.00.

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

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Background/Issue (What prompted this need?):

The City has the opportunity to apply for a Grant for the Pine Gully Wastewater Treatment Plant. We need to have an engineering firm submit the grant application, complete the design engineering for the project and help manage the construction phase. We issued a Request for Qualifications, and received two responses. Cobb Fendley was the only one that displayed experience with projects of this nature.

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Budget Analysis/Funding Comments:

This project has the potential to be a grant funded project. If the grant is not awarded, it will be completed in stages as previously included in the CIP plan. Task 1- Revision of HMGP Application will not exceed \$5000.00.

Expenditure Required: \$

Budgeted? Yes No

If yes, Budgeted Amount: \$

Source of Funds/Funding Account:

If not budgeted and approved, the following will be included in the next Budget Amendment:

Addition to Revenue Account: \$

Addition to Expenditure Account: \$

1295 Form Required? Yes No

Name of Applicant (if applicable):

Legal Description/Location (if applicable):

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Supporting Materials Attached:

- | | | |
|--------------------------------------------------|----|----|
| 1. Agenda Briefing | 4. | 7. |
| 2. Master Professional Services Agreement | 5. | 8. |
| 3. Task Order No. 1 | 6. | 9. |

Recommended Placement on Agenda: **NEW BUSINESS**

Recommended Action:

Move to approve award of a Master Service Agreement to Cobb Fendley for the completion of the HMGP Application and Engineering and approve Task 1- Revision of HMGP Grant Application for an amount not to exceed \$5000.

**REVIEWED AND APPROVED BY:
(as appropriate)**

DocuSigned by:
Brian Craig
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Department Director

5/31/2019

Date

Finance Director

Date

City Attorney


Date

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Deputy City Manager

Date

DocuSigned by:

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5/31/2019

City Manager

Date

Please add any other documents for your item here, instead of placing them in the AGENDAS folder in the P drive. Just click on the paperclip icon to the right and upload any documents you have for your item.

For example: Ordinance, Ordinance Attachment, Monthly Report, Spreadsheet, etc.)

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