



CITY OF BAY CITY
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AGENDA ITEM SUBMISSION FORM

Any item(s) to be considered for action by the City Council must be included on this form and be submitted along with any supporting documentation. Completed Agenda Item Submission forms must be submitted to the City Secretary's Office no later than 4:00 p.m. on the Monday of the week prior to the Regular Council meeting.

Requestor Name: Blomquist, Herb **Date Submitted:** 06/18/2024
Last, First *MM/DD/YYYY*

Requestor Type: City Staff **Meeting Date:** 06/25/2024
Citizen/City Staff/Council Member *MM/DD/YYYY*

Position Title Public Works Director
For City Staff Only

Agenda Location: Consent Agenda
(e.g.: Consent Agenda/ Discussion Item/ Public Hearing/ Executive Session/ Presentation)

Agenda Content:

Approve the master service agreement with Urban Engineering for ongoing and future engineering projects.

Executive Summary of Item:

BACKGROUND: Urban Engineering was selected from the city's RFQ process in February as a highly responsive and well-qualified firm. They have extensive experience with the city, including preliminary engineering related to previous HMA grants for the Del Norte subdivision. Notably, Urban Engineering successfully managed a TXCDBG waterline project in the northwest quadrant of Bay City during 2020-2021 and worked on waterline improvements along Hwy 60. Their proven track record and their familiarity with local infrastructure challenges ideally positions them for future projects.

The master service agreement outlines the terms and conditions under which Urban Engineering will undertake various engineering projects, including but not limited to drainage, sewer, and waterline projects. This agreement sets the framework for issuing specific work orders for projects as they arise, ensuring readiness and efficiency in addressing the city's needs.

FINANCIAL IMPLICATIONS: The agreement itself does not obligate funds but allows the city to issue work orders efficiently under the terms set. Each specific project under this agreement will have its financial implications detailed in individual work authorizations, which will be presented for council approval as required.

IMPACT ON COMMUNITY SUSTAINABILITY: Establishing a master service agreement with Urban Engineering allows the city to address infrastructure needs promptly and effectively. It provides a mechanism to manage projects that enhance community safety, sustainability, and resilience, improving overall quality of life for residents.

RECOMMENDATION: Staff recommends that City Council approve the master service agreement with Urban Engineering as part of the consent agenda. This approval will streamline the process for initiating critical infrastructure projects, ensuring that the city can respond quickly and effectively to community needs.

ATTACHMENTS:

1. Master Service Agreement for approval