



DATE: November 12, 2025  
TO: Bel Aire City Council  
FROM: Ted Henry, City Manager  
SUBJECT: Updated SEH Agreement for Engineering Services (Sunflower Commerce Park Phase 2)

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### **Summary**

You will see two actions on the agenda related to an agreement with SEH. On August 18th, the City Council considered and approved a contract with SEH for engineering services for Sunflower Commerce Park Phase 2. The first action rescinds the contract approved on August 18th, and the second action approves an updated contract.

In this case, the contract approved on August 18th was premature and negotiations were still ongoing. To prevent similar miscommunications in the future, I have implemented an updated process and instructed all Department Heads to ensure that a contract is fully signed before it is added to the agenda. I apologize for the oversight and appreciate your understanding as we continue to refine our contracting and internal agenda submission processes.

The contract before you tonight has been fully vetted by both Bel Aire and SEH and is now ready for approval. The City Manager is available to answer questions regarding the process, and the City Attorney is available to address any questions regarding changes within the contract.