

Staff Report

Subject: Approval of Moffatt & Nichol Contract Modification No. 1 for Construction Administration Services for the Sand Hill Road and Blue Jay Road Roundabout

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Department: Procurement, Engineering

Meeting Date: August 18th, 2026

Item Description: Consideration to approve Modification No. 1 to the professional services agreement with Moffatt & Nichol for construction administration, inspection, testing, and project closeout services associated with the Sand Hill Road and Blue Jay Road Roundabout project.

Summary Recommendation: Staff recommends approval of Contract Modification No. 1 with Moffatt & Nichol for construction-phase professional services for the Sand Hill Road and Blue Jay Road Roundabout project in an amount not to exceed \$219,225.60.

Executive Summary / Background:

Moffatt & Nichol previously prepared the engineering design and construction documents for the Sand Hill Road and Blue Jay Road Roundabout project. Modification No. 1 expands the firm's services to include construction administration during the anticipated 365-day construction phase. Services include project management, contractor coordination, pre-construction and progress meetings, construction observation, submittal and pay application reviews, record drawing preparation, project closeout, and coordination of materials testing and special inspections.

The proposed modification totals \$219,225.60, including \$176,396.00 for construction administration services provided by Moffatt & Nichol, \$40,000.00 for construction materials testing and special inspection services to be performed by Terracon Consultants, and \$2,829.60 for miscellaneous project expenses. Approval of this modification will increase the total engineering budget for the project from \$197,422.00 to approximately \$416,647.00.

Alternatives for Commission to Consider:

1. Approve Modification No. 1 for construction administration services.
2. Do not approve
3. Provide staff with direction

Recommended Alternative: 1

Other Alternatives: 2, 3

Department Review: Procurement, Engineering

Funding Source: Capital Improvement Budget

Attachments: Moffatt & Nichol Construction Services Proposal Modification No. 1 and Sand Hill Road at Blue Jay Road Roundabout Proposal Budget Modification No. 1