



CITY COUNCIL MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: September 8, 2025

ITEM TITLE: Consideration of an Engineering Services Agreement with Crawford Engineering & Surveying, Inc. for the 2026 Street Rehabilitation Project

BACKGROUND:

This item was discussed during the September 2, 2025, City Council Work Session.

The City has planned for the 2026 Street Rehabilitation Project, which includes pavement rehabilitation, HMA overlay, and associated curb and gutter repairs for several streets throughout the community. The complete project is funded by proceeds from the 2025 Spring Bond Issuance, with a total project budget of \$900,000. This budget allocates \$780,000 for construction, \$100,000 for engineering services, and \$20,000 for legal costs. Staff has received a proposed Engineering Services Agreement (ESA) from Crawford Engineering & Surveying, Inc. for this project.

DISCUSSION:

Staff has received a proposed agreement with Crawford Engineering & Surveying, Inc. to provide professional services for the design and construction phases of the project. The agreement outlines a total maximum fee of **\$105,300.00**. This amount is comprised of an estimated \$63,180.00 for project development and design services and an estimated \$42,120.00 for services during construction.

While Staff has a positive working history with this firm, the proposed cost exceeds the budgeted amount for engineering by \$5,300. Furthermore, the City Manager believes that soliciting proposals for professional services of this scale is a best practice. Issuing a formal Request for Proposals (RFP) would ensure a transparent and fair bidding process, allowing the City to compare qualifications and costs from multiple engineering firms. This competitive process helps guarantee the City is receiving the best value.

RESULTS:

This project directly supports the City's strategic vision of **supporting and enhancing City infrastructure**. By rehabilitating key streets, the City will improve transportation safety and efficiency, extend the useful life of critical public assets, and enhance the overall quality of life for residents.

FINANCIAL CONSIDERATION:

The project is funded through the 2025 Spring Bond Issuance. The proposed ESA from Crawford Engineering & Surveying, Inc. has a maximum fee of \$105,300.00, which is **\$5,300 over the budgeted amount of \$100,000**. If the council were to approve this agreement, the overage would need to be covered by reallocating funds within the total project budget, likely from the construction portion.

RECOMMENDATION:

Staff recommends that the Council choose either to accept the proposed Engineering Services Agreement and authorize the City Manager to execute it, or reject the proposal and direct staff to issue a Request for Proposals (RFP) for the engineering services required for the 2026 Street Rehabilitation Project.