



Founded 1876
Incorporated 1899

TOWN OF JEROME

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STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consideration of an Updated Engineering Services Agreement**

MEETING DATE: August 13, 2024

Summary:

In June, staff issued a Request for Qualifications (RFQ) for Municipal Engineering Services with a Statement of Qualifications (SOQ) submittal due date of July 23, 2024. Seventeen firms requested the RFQ. Two firms submitted a SOQ by the deadline, our current provider, SEC, Inc., and Civil Design and Engineering, Inc., out of Flagstaff. It has been six (6) years since the last RFQ was issued. Based on best practices with the six-year lapse since the last issue, and based on requirements of our CDBG grant the RFQ was issued. Staff are pleased with the services received from SEC, their timely responses and close proximity to and understanding of Jerome.

Fiscal Impact:

N/A.

Recommendation:

Staff recommend engaging in an updated 3-year agreement for general on-call engineering services with Southwest Engineering Consultants, Inc.