



Meeting Name: Town Council
Meeting Date: February 26, 2025
Prepared By: Leonard G. Rubin, Town Attorney
Item Title: Approval of Continuing Contracts for Engineering Services

DISCUSSION:

In October 2024, the Town issued a Request for Qualifications for Professional Engineering and Related Services (“RFQ”). The Town received nine qualification statements in response to the RFQ, and the Town’s evaluation committee subsequently ranked the firms based on the materials submitted. Upon review of the qualification statements, the committee determined that the top three most qualified firms were: WGI, Inc., Simmons & White, Inc., and Engenuity Group, Inc.

At its January 22, 2025 meeting, the Town Council accepted the Evaluation Committee’s ranking of the top three firms and authorized the Interim Town Manager, the Finance Director, and the Town Attorney to negotiate Continuing Contracts and fee schedules with each of the firms.

The Contracts with each of the firms is attached. While the fee structures vary, the rates are generally within the same range for the types of services most utilized by the Town.

RECOMMENDATION:

Town Staff recommends that Town Council approve the Continuing Contracts for Engineering Services with WGI, Inc., Simmons & White, Inc., and Engenuity Group, Inc. and authorize the Interim Town Manager to execute the Contracts on behalf of the Town.