



MEETING DATE: March 10, 2026

PRESENTED BY: Xavier Cervantes, AICP, CPM, Director of Planning

AGENDA ITEM: Authorize Staff to Engage Highest Qualified Proposer for RFQ 26-004-11-05 Land Surveying Services and Authorize Co-Interim City Manager to execute contract incident thereto - Cervantes

NATURE OF REQUEST:

City Council previously authorized staff to solicit Request for Qualifications (RFQ #26-004-11-05) for Land Surveying Services in accordance with the Texas Professional Services Procurement Act (Texas Government Code Chapter 2254).

Eleven (11) statements of qualifications were received and referred to an evaluation committee comprised of the City Engineer, Director of Planning, and Assistant Planning Directors. The committee evaluated all responsive proposals based on the criteria established in the RFQ.

After careful review and scoring, the evaluation committee ranked Melden & Hunt, Inc. as the highest qualified firm to provide Land Surveying Services.

On February 10, 2026 City Council authorized award of Land Surveying Services; however, fee negotiations had not yet been conducted as required under Texas Government Code §2254.004. In order to comply with statutory requirements governing procurement of professional services, staff is requesting authorization to engage the highest qualified proposer and negotiate a fair and reasonable fee prior to contract execution.

This action supersedes and replaces the prior Council authorization related to RFQ #26-004-11-05.

Upon successful negotiation of fair and reasonable firm fixed rates, the Co-Interim City Manager will execute the contract incident thereto. Should negotiations fail, staff will formally terminate negotiations and proceed in accordance with statutory requirements.

Attached for Council’s review are the proposal tabulation and evaluation summary.

BUGETED: Yes / No / N/A **FUND:** General **ACCT. #:** 01-414-34499

BUDGET: \$5,000.00 **EST. COST:** \$ _____ **CURRENT BUDGET BALANCE:** \$5,000.00

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Authorize staff to engage the highest qualified proposer, Melden & Hunt, Inc., for Land Surveying Services and authorize the Co-Interim City Manager to execute a contract incident thereto, subject to successful negotiation of fair and reasonable fees in accordance with Texas Government Code §2254.004.

Departmental Approval: Finance, Purchasing, City Engineer

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *JP7*

RECORD OF VOTE: **APPROVED:** _____
 DISAPPROVED: _____
 TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____