

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date:</b> 02/25/2025	<b>Budgeted Amount:</b> NONE
<b>Department:</b> Administration	<b>Prepared By:</b> WGA

**Subject**

Consideration and possible action on the possible award of a contract for Request for Qualifications (RFQ) for Professional Engineering Services for Water Plant No. 4 project and authorizing the WGA to negotiate professional services for the same.

**Recommendation**

WGA recommends that the City select Baxter and Woodman as the most qualified submittal and authorize WGA to negotiate a professional services contract for the project.

**Discussion**

Issue:

The city issued a Request for Qualifications in June 2024 related to the engineering design for the Water Plant No. 4 project. The city received three submittals which were reviewed by the city engineer. After review, the engineers recommend selecting Baxter & Woodman as the most highly qualified provider.

Regulations:

The Texas Commission on Environmental Quality regulates the design and permitting of wastewater facilities in the state. A qualified engineering firm is required. TLGC Chapters 2269 & 2254 regulate the RFQ process itself and contains several key provisions:

- Notice of publication requirements to ensure all firms have opportunity to submit
- When procuring architectural, engineering, or surveying services a city shall first select the most highly qualified provider based on demonstrated competence and qualifications.

Analysis:

City staff defers to the City Engineer for technical analysis of the submissions that were reviewed in accordance with the scoring criteria in the published RFQ.

Recommendation:

WGA recommends that the City select Baxter and Woodman as the most qualified submittal and authorize WGA to negotiate a professional services contract for the project.

**Approved By**

City Secretary Director of Administrative Services	Ruby Beaven	Date: 02/19/2025
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