

Montgomery City Council
AGENDA REPORT

Meeting Date: April 23, 2024	Budgeted Amount: N/A
Department: Admin	Prepared By: Dave McCorquodale

Subject

Consideration and possible action regarding the response to the Request for Qualifications for the Town Creek Wastewater Treatment Plant Expansion to 0.3 MGD project and authorizing the City Administrator to negotiate a professional services contract for the same.

Recommendation

Staff concurs with the City Engineer and recommends a motion to select Halff Associates as the most qualified submittal and to authorize the City Administrator negotiate a professional services contract for the project.

Discussion

Issue:

The city issued a Request for Qualifications in January of this year related to the engineering design for the Town Creek Wastewater Treatment Plant expansion project. The city received three submittals which were reviewed by the city engineer. After review, the engineers recommend selecting Halff Associates 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:

Staff concurs with the City Engineer and recommends a motion to select Halff Associates as the most qualified submittal and to authorize the City Administrator negotiate a professional services contract for the project.

Approved By

Assistant City Administrator & Planning & Development Director	Dave McCorquodale	Date: 04/16/2024