



Meeting Date: May 26, 2026 **Agenda Type:** Consent Items for Action

From: Kenneth Allen **Reviewed by:** William Riley
Fleet and Facilities Manager Director of Systems Operations

Submitted by: Mark Steelman **Approved by:** Ryan Kelso
Chief Operations Officer Chief Executive Officer

RECOMMENDED ACTION: Authorize the CEO or His Designee to Negotiate and Execute a Professional Services Agreement with Elk Ridge Construction, LLC for Grounds Maintenance Services

BACKGROUND

On August 28, 2025, the New Braunfels Utilities (“NBU”) Board approved a Professional Services Agreement for Grounds Maintenance Services with Incircle Management, Inc. (“Incircle”). Following the NBU Board’s approval, Incircle was unable to meet NBU insurance requirements. NBU ceased negotiations with Incircle and moved on to the second-highest ranked respondent. This Professional Services Agreement (the “Agreement”) is made and entered into by and between New Braunfels Utilities, a Texas municipally owned utility (“NBU”), and Elk Ridge Construction, LLC, a Texas limited liability company (the “Professional”).

The Professional shall provide landscaping, grounds maintenance, and ancillary services for NBU facilities (the “Services”). The Professional shall provide all personnel management, supervision, labor, tools, materials, and equipment necessary to perform the Services. The Professional shall perform the Services at the sites listed in the contract, in accordance with the schedule of services listed for each site. NBU may remove or add sites at any time during the contracted term.

NBU staff requests that the Board of Trustees approve the Agreement with Elk Ridge Construction, LLC for grounds maintenance services.

This item is being presented to the Board because the total amount of the Agreement exceeds \$250,000.00.

FINANCIAL IMPACT

The total financial impact for the Agreement with Elk Ridge Construction, LLC is \$1,739,150.00, with a not-to-exceed amount of \$347,830.00 for the initial one-year term, with up to four (4) one-year renewals. Each year has a total not-to-exceed amount of \$347,830.00. The Agreement is budgeted within the Fleet and Facilities Operations and Maintenance Budget (“O&M Budget”) for Fiscal Year 2026 and will be budgeted in the O&M Budgets for Fiscal Year 2027 through Fiscal Year 2030.

LINK TO STRATEGIC PLAN

Customers and Community

Financial Excellence

Stewardship

EXHIBITS

1. Professional Services Agreement with Elk Ridge Construction, LLC
2. Bid Evaluation Summary Matrix – RFP 25-0051

EVALUATION SUMMARY MATRIX
RFP NO. 25-0051: Grounds Maintenance Services

Evaluation Criteria	Possible Points	ArborTrue LLC	Cedar Hill Lawn Maintenance	Elk Ridge Mowing	HCH Services LLC	Incircle Management	Maldonado Nursery and Landscaping Inc.
1. Previous Work Experience with Utilities	30	0	0	3	0	4	3
2. References	30	0	3	3	3	3	3
3. Personnel Qualifications	15	0	0	3	2	3	1
4. Cost Proposal	15	0	1	2	1	5	1
5. Equipment	10	0	2	2	3	5	1
TOTAL POINTS	100	0	4	13	9	20	9
	Rank	6	5	2	3	1	3