

Public Works

STAFF REPORT



SUBJECT: Professional Services Selection for FY25-26 TxCDBG Application
MEETING: Public Works Committee Meeting – 18 FEB 2025
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends the selection of Jacob and Martin, Inc. to assist the City of Stephenville with the application and, if awarded and accepted, the professional services agreement for the 2025-2026 Texas Community Development Block Grant (TXCDBG) Program operated by the Texas Department of Agriculture (TDA).

BACKGROUND:

The City of Stephenville issued a Request For Qualifications (RFQ) for professional services for the design and construction management of its CDBG projects. The RFQ was advertised in December of 2024, and responses were received in January of 2025. The following five firms submitted qualifications for consideration:

- Jacob & Martin, Inc.
- Enprotec / Hibbs & Todd
- KSA Engineering
- WTC, Inc.
- META Engineering, Inc.

A review committee was formed to evaluate the firm's qualifications based on the criteria outlined in the RFQ. Selection criteria included: Work Experience, Work Performance, and Capacity to Perform related to CDBG projects.

The review committee scored each submission. A summary of the scores, signed by the selection committee, is attached.

Based on the evaluation process, the review committee recommends the selection of Jacob & Martin, Inc. as the design consultant for the CDBG projects. Jacob & Martin, Inc. demonstrated extensive experience with similar projects with over 70 TXCDBG project designs and implementations over the last ten years.

If supported by committee and approved by council, staff will present an agreement with Jacob & Martin, Inc. to provide for the design, construction management, survey, and materials testing of public improvements such as sidewalk, curb and gutter, retaining walls, and lighting improvements along West Tarleton Street from McIlhaney to Clinton. A draft agreement is attached to this staff report for review.

FISCAL IMPACT SUMMARY:

This year, the maximum available award amount from the TDA for the Community Development Fund is \$750,000.00.

Resolution 2024-R-12 was passed on November 5, 2024, authorizing the grant application and the obligation of \$112,500 in grant-matching funds if the grant is awarded and accepted based upon a maximum award amount of \$750,000.

If the city is not awarded or does not accept a grant, no design will be performed, and there will be no fees to pay Jacob and Martin, Inc.

If the city is awarded and accepts the grant, Jacob & Martin, Inc.'s not-to-exceed fee of \$97,500 would be paid from the awarded grant amount. If a lesser grant amount is awarded, Jacob & Martin's fee would be adjusted accordingly.

Based on a similar RFQ process, on November 5, 2024, the city also entered into a not-to-exceed agreement with Public Management, Inc. for \$60,000 for the administrative services necessary to meet the state requirements throughout the project. The fee for Public Management, Inc.'s services is also paid from the awarded grant amount.

ATTACHMENTS:

[Rating Sheet Summary](#)

[Draft Agreement with Jacob & Martin, Inc.](#)

A copy of the signed evaluation criteria score sheet is attached to this memo.

A copy of the proposed draft professional services agreement with Jacob and Martin, Inc. is attached to this memo.

**PROFESSIONAL SERVICES
FOR
2024-2025 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT
Request for Qualifications Rating Sheet Summary**

Date of Rating: 01/31/2025

RANKED BY AVERAGE - 2024-2025 TxCDBG Projects - Professional Services RFQ Rankings						
Firm	Office Location	Past Experience (60%)	Work Performance (25%)	Capacity to Perform (15%)	Ranking Total	No. Rank
Jacob & Martin, Inc.	Abilene, TX	58.7	25.0	14.7	98.3	1
Enprotech / Hibbs & Todd	Granbury, TX	56.5	25.0	13.3	94.8	2
KSA Engineering, Inc.	Fort Worth, TX	56.3	25.0	12.8	94.0	3
WTC, Inc.	Andrews, TX	44.3	25.0	12.5	81.8	4
META Engineering, LLC	San Antonio, TX	41.0	25.0	6.3	72.3	5

Evaluator's Name, Title, and Signature:


Michael Shelton, P.E. - City Engineer


Barbara Horton, P.E. - Assistant Director of Public Works


Nick Williams, P.E. - Director of Public Works


Alan Nix, Public Works Committee Chair - Council Place 8