

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: July 21, 2025

Topic:

Workshop Discussion Only – Approve a professional services agreement with Gradient Group for engineering services related to the U.S. Department of Housing and Urban Development – Community Project Fund (CPF) grant related to the S. Persimmon and Timkin Street Improvements for an amount to be determined, approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the services. These expenditures are to be paid from grant funds received from the U.S. Department of Housing and Urban Development – Community Project Fund.

Background:

In accordance with the terms and conditions of the Community Project Fund grant and 2 CFR 200 regulations, staff advertised a Request for Qualifications for engineering services for the design of the street improvements for S. Persimmon and Timkin Street (HUD Award B-24-CP-TX-2140).

Staff received eight (8) sealed responses from qualified firms. Scoring was completed by a committee to determine the most qualified firm to complete the work. Following scoring, interviews were conducted with top three scoring firms. Staff entered into contract negotiations with Gradient Group to complete the design for the identified project.

Staff is recommending awarding a professional services agreement to Gradient for professional engineering services related to the CPF grant – S. Persimmon and Timkin Street Improvements. Staff is currently working with Gradient to develop the full scope of work and cost proposal to submit to City Council for contract approval at the August 4 City Council meeting. Fees for engineering services will be paid from grant funds. A breakdown of the project cost is reflected in the table below.

Community Project Fund (CPF) Grant Carrell & Lovett Storm Sewer Improvements (B-24-CP-TX-2139)		
Element	Contract Amount	Remaining Contract
Grant Administration – GrantWorks	\$126,300	\$126,300
Professional Engineering – Gradient Group	PENDING	N/A
Project Budget \$3,000,000	Total Contracts \$126,300	Remaining Funding \$2,873,700

*Construction is an estimate only from the Drainage Master Plan

Origination: Project Management

Recommendation:

Staff recommends approving a professional services agreement with Gradient Group for professional engineering services related to the Community Project Fund (CPF) grant for S. Persimmon and Timkin Street Improvements for a not-to-exceed to be determined.

Party(ies) responsible for placing this item on agenda: Meagan Mageo

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: X No:

If yes, specify Account Number: #400-154-6409

If no, funds will be transferred from account: # To Account: #

Signed:	<u>Meagan Mageo</u>	Approved by:	<u> </u>
	Staff Member		City Manager
	Date		Date