

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: May 15, 2023

#### Topic:

Approve a Professional Services Agreement with Civil System Engineering, Inc., for Project Number 2023-10008, Drainage Master Plan and Impact Fee Update for a not-to-exceed amount of \$844,000, authorize the expenditure of funds therefor, and authorize the City Manager to execute the agreement. This amount is included in the FY 2022-2023 budget.

#### Background:

The proposed professional services agreement with Civil System Engineering, Inc. includes a scope of work for creating a drainage master plan for the City of Tomball and update our current drainage impact fees. The scope will include data collection, site investigation, GIS mapping, development of hydrologic and hydraulic modeling, development of a Capital Improvement plan with benefit-cost analysis, stakeholder and agency coordination, and the creation of an updated master plan.

As part of the master plan, the consultant will work with the City to update our drainage impact fees and evaluate additional options available to the City to fund capital improvement projects and operations and maintenance projects. Additional services in the agreement include the assistance with up to four grant applications to be submitted for implementation of recommended drainage improvements throughout our system.

Civil Systems Engineering, Inc. was selected through the Request for Qualifications process (RFQ 2023-08). Seven firms submitted statements of qualifications, with Civil Systems Engineering, Inc. being selected as the most highly qualified respondent. After such selection, staff engaged in discussions with the firm to determine fair and reasonable rates for professional services. The selection and discussions were held in accordance with the City's adopted Procurement Policy and Manual and state procurement law.

Funds for completing the proposed project were allocated in the Fiscal Year 2022-2023 budget.

**Origination:** Project Management

#### Recommendation:

Staff recommends awarding a Professional Services Agreement to Civil Systems Engineering, Inc. for the creation of a Drainage Master Plan and Impact Fee Update for a total amount not to exceed \$844,000.

**Party(ies) responsible for placing this item on agenda:** Meagan Mageo, Project Manager

#### 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: # 100-154-6302

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed Meagan Mageo Approved by \_\_\_\_\_  
Staff Member Date City Manager Date