

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: January 6, 2025

**Topic:**

Approve a Professional Services Agreement with AtkinsRéalis USA, Inc. for the Texas Pollutant Discharge Elimination System (TPDES) permit support (Contract No. 0000-10040), for a not-to-exceed amount of \$50,573.97, authorize the expenditure of funds therefor, and authorize the City Manager to execute any and all documents. The expenditure was included in the Fiscal Year 2024-2025 Budget.

**Background:**

The City has maintained a professional services agreement with AtkinsRéalis since 2019 to provide permit support for the City’s Texas Pollutant Discharge Elimination System (TPDES) – Multi-Sector General Permit (MSGP). The contract enables oversight of the City’s Industrial Storm Water Pollution Prevention Plan (SWPPP) and Spill Prevention, Control, and Countermeasure (SPCC) activities.

Each year, the City renews the professional services agreement, and the current agreement with AtkinsRéalis applies to the 2024-2025 permit year. The total contract amount exceeds \$50,000, and per the City’s Procurement Policy, it requires approval from City Council. The agreement is exempt from public procurement requirements under Chapter 252 of the Texas Local Government Code, Section 252.022, General Exemptions, (a)(4) – "procurement for personal, professional, or planning services."

The table below provides outlines a comprehensive breakdown of all tasks completed by the consultant as part of this agreement.

Task	Sub-Task	Task Completed
Pre-Sampling Activities	<ul style="list-style-type: none"> <li>• Sampling Preparation</li> <li>• Weather &amp; Storm Tracking</li> <li>• Mobilization</li> </ul>	Quarterly
Sampling Activities	<ul style="list-style-type: none"> <li>• Analytical Sampling</li> <li>• Laboratory Testing</li> </ul>	Per Successful Event
Data/Project Management	<ul style="list-style-type: none"> <li>• Data Management</li> <li>• Project Management</li> </ul>	Quarterly & Annually, as applicable
Compliance Inspections & SPCC Inspection Oversight	<ul style="list-style-type: none"> <li>• Routine inspection activities &amp; SPCC Oversight</li> <li>• Compliance Reporting</li> </ul>	Quarterly
Reporting/SWPPP Revisions	<ul style="list-style-type: none"> <li>• Site Visit</li> <li>• Data Collection</li> <li>• Preparation of updates</li> </ul>	Annually
Employee Training	<ul style="list-style-type: none"> <li>• Training material and session</li> </ul>	Annually

The proposed professional services agreement ensures the City’s continued compliance with all requirements of the Texas Pollutant Discharge Elimination System (TPDES). Staff recommends approving the agreement with AtkinsRealis to maintain ongoing oversight and support related to the City’s permit, for a not-to exceed amount of \$50,573.97.

**Origination:** Project Management

**Recommendation:**

Staff recommends awarding a professional services agreement to AtkinsRéalis USA, Inc. for the Texas Pollutant Discharge Elimination System (TPDES) permit support for an amount not-to-exceed \$50,573.97.

**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:  No:  \_\_\_\_\_  
If yes, specify Account Number: #100-154-6304  
#100-155-6304  
#600-614-6304 \_\_\_\_\_

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

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