

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: May 5, 2025

Topic:

Approve a Professional Services Agreement with Oller Engineering, Inc. for Project Number 2025-10014, Electrical Study & Report – Water Wells, for a total contract amount not-to-exceed \$10,000, approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchases. This expenditure is included in the Fiscal Year 2024-2025 Budget under Professional Services – Engineering.

Background:

Staff requested a professional services agreement and scope of work with Oller Engineering, Inc. (OEI) to conduct an electrical study and report on existing electrical services and disconnects at specific water booster stations and wells to inspect for compliance with proper codes. Following the study, OEI will provide a full report of the findings and recommendations for upgrades with an opinion of the cost.

The professional services agreement with OEI included a scope of work to complete the study, provide the report with recommendations for upgrades, for a not-to-exceed amount of \$10,000. The scope of work includes the following tasks:

1. **Data Collection & Field Investigation and Survey:** Reviewing existing plans and as-built drawing. Access existing conditions from by conducting field investigations.
2. **Report:** Full report of the findings from the study with recommendations for upgrades with cost estimates.

Based on the City's adopted Procurement Policy purchases in excess of \$50,000 to one vendor require City Council approval. Staff is requesting approval of the professional services agreement with Oller Engineering, Inc. for a not-to-exceed amount of \$10,000 since the vendor has exceeded the \$50,000 expenditure threshold for the current fiscal year, current vendor expenditures for the fiscal year is show below.

Oller Engineering, Inc. Current Fiscal Year Expenditures			
Project	Contract Amount	Contract Remaining	FY Expenditures
Rudolph Road Sanitary Sewer Extension	\$47,449	\$17,285.58	\$24,820.92
Oak & Clayton Water Line Replacement	\$140,000	\$59,606.35	\$80,393.65
16" Water Line – Hufsmith	\$346,382	\$206,671.30	\$94,493.62
Baker Drive Sidewalks	\$79,740	\$13,906.51	\$29,192.45
Electrical Study*	\$10,000*	N/A	N/A
Total FY Expenditures: \$228,900 (as of 4/30/2025)			

*Pending approval

Origination: Public Works

Recommendation:

Staff recommends approving a Professional Services Agreement with Oller Engineering, Inc. for a total contract amount not-to-exceed \$10,000.

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

Drew Huffman, Public Works
Director

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: #600-613-6302

If no, funds will be transferred from account # _____

To account # _____

Signed Drew Huffman

Staff Member

Date

Approved by _____

City Manager

Date