

## MEMORANDUM

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September 14, 2020

**TO:** Honorable Mayor and City Commission

**VIA:** James Slaton, Interim City Manager

**FROM:** Sarah B. Kirkland, Utilities Director

**SUBJECT:** Recommendations for General Engineering Services

**SYNOPSIS:** The City Commission will consider awarding continuous/master consulting contracts for general engineering services.

### STAFF RECOMMENDATION

It is recommended that the City Commission consider taking the following action:

1. Authorize the City Manager to execute Continuous / Master Consulting Engineering Service Agreements with the following firms: Chastain-Skillman, Civil Surv, Patel Green & Associates LLC, Kimley-Horn, Reiss Engineering, Dewberry and Hoyle-Tanner for a period of thirty-six months with a yearly renewal, not to exceed five (5) years total, at the discretion of the City of Lake Wales.

### BACKGROUND

The City had solicited through RFQ #20-471 for general engineering services that would allow the city staff to expedite engineering services that are required for City projects. There is the need for small engineering projects and work that will aid in the processing of work for water, sewer, planning, and economic development projects. In addition, as we apply for Grants and funding for projects, one of the requirements is to submit engineering plans at a certain state of completion in order to accumulate necessary ranking points to qualify for funding consideration. The City Commission will still need to authorize expenditures on all projects. This process allows staff to reduce time in advertising / soliciting for engineering services for projects.

Staff is recommending the City Commission approve the following action. Authorize the City Manager to execute Continuous / Master Consulting Engineering Service Agreements with the following firms: Chastain-Skillman, Civil Surv, Patel Green & Associates LLC, Kimley-Horn, Reiss Engineering, Dewberry and Hoyle-Tanner for a period of thirty-six months with a yearly renewal, not to exceed five (5) years total, at the discretion of the City of Lake Wales.  
entering into an annual contract for these services.

### OPTIONS

Reject the staff recommendation and do not award any continuing engineering services and expend the time, paperwork and expense involved in soliciting engineers for each project.

### FISCAL IMPACT

Each project will have the engineering / planning funds in the budget so there is no negative fiscal impact in approving these contracts.

### ATTACHMENTS

Master Engineering Consulting Agreement  
Bid Evaluation Tab #20-471