

Professional Engineering Services RFQ Addendum
Pre-Submittal Meeting on March 29th 2023
Minutes

The meeting was conducted at 09:00 by CM Bill Foley

In attendance were:

City Staff

City Manager Bill Foley
Director of Public Works Rick Baldarrama
Fire Chief Billy Knupp

Also in attendance:

Robert Erazo with LJA Engineering (**LJA**)
Dawn Vernon with Bain Medina Bain Engineers & Surveying (**BMB**)
Hannah Emmert Colliers Engineering & Design (**CE****D**)
Bobby Torres Colliers Engineering & Design (**CE****D**)

CM Foley opened the meeting with a brief explanation of what the city needs in an engineering firm, the MS4 Storm Water Permitting and the types of projects that the city routinely encounters. He mentioned that the city usually has a major roadway project annually and that the awarded company would also have the need to assist with other city projects that arise. For example drainage projects/studies, as well as special projects that may stem from citizen driven complaints/wishes. He stated one of the major factors for a firm will be it's responsiveness to the city's needs and questions. He mentioned that the MS4 5-year permit is upcoming and will be the awarded firms first major priority. He then opened the floor for questions.

BMB asked if the forms in the RFQ would be due with submission or if they would be due after award?

CM foley asked that the forms be submitted as asked in the RFQ.

LJA asked about the other types of experiences that were requested in the RFQ, they wanted to know if we had some of those projects in queue or just that the awarded firm have the ability for those projects?

CM Foley further explained that the city wanted the firm to be qualified in all of the areas because the firm will be the expert that we would be consulting on the issue. He further mentioned that the city has drainage issues that we routinely deal with that the firm will have to

assist with. CM Foley also explained that the city has multiple under ground springs that have and do effect projects and that they will have to be accounted for.

BMB asked that there would also be the need for geo technical testing done on occasion as well?

FC Knupp stated that the majority of the road projects start with the geotechnical due to the soil and shifting of the ground here in the city. He also mentioned there are the occasional traffic safety projects that the city consults the engineers with.

CM Foley added they specific types of traffic studies the city has had done in the past. Sign additions/deletions, speed hump data, traffic flow data, etc....

CED asked how often City Council meets?

CM Foley mentioned that council does meet monthly and that they do ask detailed questions so the awarding firm should be prepared to present projects to them in a professional manner and they should expect technical questions in response to presentations.

CED asked if the City Council meetings have times for presentations?

CM Foley explained how the Council Meetings typically go and that the meetings are generally fairly short. He mentioned that meetings may have community involvement that the engineers may need to be involved in as well.

CED asked if the city has a Master Drainage Plan?

CM Foley stated we have the plan from 2005 that was provided by a firm at the time. He stated that the accuracy of the plan is sometimes called into question, however the city does have on and that could be provided.

LJA asked about the services required, they wanted clarification that the city has responsibility for sewer, water, and gas?

CM Foley stated that we did not all of the infrastructure was provided by SAWS but we wanted the firm to be experienced in this so that the could assist when SAWS and CPS have project within the city.

CED asked if the city has a robust street maintenance plan?

CM Foley stated we have approximately 75k that we dedicate annually solely for the maintenance, of the streets above and beyond the street projects themselves. He mentioned the City Ordinance of full patching of streets from trenching, cuts, etc.... He further added that we have used the engineers to evaluate the usage of full patches as maintenance to help the streets.

BMB asked who the grading committee would be?

CM Foley stated that staff would be the grading committee, and then the staff would make a recommendation to City Council.

CM Foley closed the meeting by thanking all of the attendees for their interest and that the city looks forward to seeing the RFQs and that the city is looking for a “partner” that can be communicated with called upon to assist the city.

Meeting was ended at 09:39