



## AGENDA MEMORANDUM

Future item for the City Council Meeting of December 8, 2015  
Action item for the City Council Meeting of December 15, 2015

**DATE:** October 27, 2015

**TO:** Ronald L. Olson, City Manager

**THRU:** Gustavo Gonzalez, P. E., Assistant City Manager of Public Works and Utilities  
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**FROM:** J. H. Edmonds, P. E., Director of Capital Programs  
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**Master Service Agreement  
On Call Solid Waste Engineering Services**

**CAPTION:**

Ordinance amending the FY 2016 Capital Improvement Budget adopted by Ordinance No. 030621 to add Project No. E15103 On Call Services/Solid Waste; transferring funds in the amount of \$280,000 from Solid Waste Project Reserves to the On Call Services/Solid Waste Project; and authorizing the City Manager or designee to execute a master service agreement with Naismith Engineering, Inc. of Corpus Christi, Texas in the amount of \$250,000.00 for On Call Services/Solid Waste for engineering services as may be required.

**PURPOSE:**

The purpose of this Agenda Item is to obtain authority to execute a master service agreement with the Naismith Engineering, Inc. for the On-Call Services with Solid Waste Operations.

**BACKGROUND AND FINDINGS:**

This project will provide Solid Waste Department with assistance as the need arises for operation and maintenance issues, permitting questions or clarifications, records research, small job order construction contract design, or other needs associated with the Elliott Landfill, Elliott Transfer Station and Cefe Valenzuela Landfill.

Naismith Engineering, Inc. was selected for this project under RFQ 2014-08. Services shall be performed on a task by task basis. The following potential tasks have been identified; however this contract will apply to as many tasks as the Owner and Engineer agree at a cost not to exceed \$250,000.

- Flood damaged pavement repairs to Oso Creek crossing at Elliott Landfill
- Erosion repairs and control measures at soil borrow area south of Oso Creek

- Pavement assessment and repairs at Elliott Transfer Station
- Piping repairs/replacement for the Elliott Landfill leachate storage tanks
- Development of Temporary Debris Storage and Reduction (TDSR) site(s) for Emergency Response program
- Erosion repairs and control measures at Elliott Landfill
- Regulatory consulting regarding status of soil borrow areas adjacent to Elliott Landfill
- Program development assistance and regulatory review for the proposed Flour Bluff Litter Critter program
- Other tasks to be determined

**ALTERNATIVES:**

1. Authorize execution of a master service agreement.
2. Do not authorize execution of a master service agreement. (Not Recommended)

**OTHER CONSIDERATIONS:**

Not applicable

**CONFORMITY TO CITY POLICY:**

Complies with statutory requirements for engineering contracts, and conforms to FY 2015-2016 Street Capital Improvement Planning (CIP) Budget.

**EMERGENCY / NON-EMERGENCY:**

Not applicable

**DEPARTMENTAL CLEARANCES:**

Solid Waste Department

**FINANCIAL IMPACT:**

Operating       Revenue       Capital       Not applicable

<b>Fiscal Year 2015-2016</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Total Budget	\$0.00	\$280,000.00		\$280,000.00
Encumbered / Expended Amount	\$0.00	\$0.00	\$0.00	\$0.00
This item	\$0.00	\$250,000.00	\$0.00	\$250,000.00
Future Anticipated Expenditures This Project	\$0.00	\$0.00	\$0.00	\$0.00
BALANCE	\$0.00	\$18,100.00	\$0.00	\$18,100.00

Fund(s):

**Comments:**

**RECOMMENDATION:**

City staff recommends the approval of a master service agreement with Naismith Engineering, Inc. in the amount of \$250,000 for On Call Services.

**LIST OF SUPPORTING DOCUMENTS:**

Ordinance  
Project Budget  
Location Map  
Presentation