



## **AGENDA MEMORANDUM**

Action Item for the City Council Meeting June 17, 2025

**DATE:** June 17, 2025

**TO:** Peter Zanoni, City Manager

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### **Class A Commercial Driver's License (CDL) Training for CCW**

#### **CAPTION:**

Motion authorizing execution of a one-year agreement, with two one-year options to renew, with Lindenwood Education System dba South Texas Vocational Technical Institute of St. Charles, Missouri, with a location in Corpus Christi, in an amount up to \$300,000.00, with a potential of up to \$900,000.00 if the options are exercised, for Class A commercial driver's license (CDL) training for Corpus Christi Water, with FY 2025 funding of \$150,000.00 from the Water Fund and \$150,000.00 from the Wastewater Fund.

#### **SUMMARY:**

Motion authorizing a one-year agreement with the option to extend up to two additional one-year period with Lindenwood Education System dba South Texas Vocational Technical Institute of St. Charles, Missouri, with a technical school in Corpus Christi.

#### **BACKGROUND AND FINDINGS:**

As part of its normal operations, Corpus Christi Water requires a large number of licensed CDL drivers to transport equipment, haul materials, and operate large machinery. These drivers play a critical role in ensuring uninterrupted service delivery, proper asset maintenance, and compliance with all regulatory requirements. To meet this demand, CCW offers CDL training opportunities to employees across both the water and wastewater departments. Through a partnership with South Texas Vocational Technical Institute (STVT), CCW employees will gain the skills and knowledge necessary to meet the standards of the Class A CDL license exam.

In 2024, CCW sent a small number of employees for CDL training at South Texas Vocational Technical Institute (STVT), but a competitive job market and increased departmental needs require that a larger number of employees obtain a Commercial Driver's License. This contract will provide the training opportunity necessary to ensure continued staffing levels meet departmental needs.

### **PROCUREMENT DETAIL:**

Procurement conducted a competitive Request for Qualification (RFQ) to obtain qualified firms to provide Class A CDL training for CCW and received two responsive, responsible respondents which the City's evaluation committee evaluated. Both firms were interviewed according to technical and evaluation criteria on the RFQ.

The evaluation committee was comprised of three members from various divisions within CCW. During the interview process, the evaluation committee rated each respondent and scored according to 1) firm's experience, and 2) understanding the project scope. Final scores were tabulated for each firm to determine the highest-ranking firm.

Staff recommends awarding STVT-AAI Education, Inc. based on their expertise and best practices in providing Class A CDL training.

### **ALTERNATIVES:**

The City could choose not to award this contract, requiring CCW to rely on smaller agreements as needed. However, given the large number of CCW employees who require Class A CDL training to perform their essential functions, awarding the contract would be the best option to prevent delays.

### **FISCAL IMPACT:**

The fiscal impact for FY2025 for CCW is \$300,000.00 of which \$150,000.00 will be from the Water Fund and \$150,000.00 will be from the Wastewater Fund.

### **FUNDING DETAIL:**

Fund:	4010	Water Fund
Organization/Activity:	30200	Wesley Seale Dam
Department:	45	Water
Amount:	\$4,500.00	
Account:	530350	Training
Fund:	4010	Water Fund
Organization/Activity:	30205	Sunrise Beach
Department:	45	Water
Amount:	\$5,000.00	
Account:	530350	Training
Fund:	4010	Water Fund
Organization/Activity:	30210	Choke Canyon Dam
Department:	45	Water
Amount:	\$5,000.00	

Account:	530350	Training
Fund:	4010	Water Fund
Organization/Activity:	30250	Lake Texana Pipeline
Department:	45	Water
Amount:	\$5,000.00	
Account:	530350	Training
Fund:	4010	Water Fund
Organization/Activity:	31010	Stevens Filter Plant
Department:	45	Water
Amount:	\$25,500.00	
Account:	530350	Training
Fund:	4010	Water Fund
Organization/Activity:	31510	Maintenance of Water Lines
Department:	45	Water
Amount:	\$10,000.00	
Account:	530350	Training
Fund:	4010	Water Fund
Organization/Activity:	31520	Treated Water Delivery System
Department:	45	Water
Amount:	\$95,000.00	
Account:	530350	Training
Fund:	4200	Wastewater Fund
Organization/Activity:	33100	Broadway WWTP
Department:	42	Wastewater
Amount:	\$10,000.00	
Account:	530362	Training-General
Fund:	4200	Wastewater Fund
Organization/Activity:	33110	Oso WWTP
Department:	42	Wastewater
Amount:	\$20,000.00	
Account:	530362	Training-General
Fund:	4200	Wastewater Fund
Organization/Activity:	33120	Greenwood WWTP
Department:	42	Wastewater
Amount:	\$10,000.00	
Account:	530362	Training-General
Fund:	4200	Wastewater Fund
Organization/Activity:	33130	Allison WWTP
Department:	42	Wastewater
Amount:	\$5,000.00	
Account:	530362	Training-General

Fund:	4200	Wastewater Fund
Organization/Activity:	33140	Laguna Madre WWTP
Department:	42	Wastewater
Amount:	\$5,000.00	
Account:	530362	Training-General
Fund:	4200	Wastewater Fund
Organization/Activity:	33150	Whitecap WWTP
Department:	42	Wastewater
Amount:	\$10,000.00	
Account:	530362	Training-General
Fund:	4200	Wastewater Fund
Organization/Activity:	33210	Lift Station Operation & Maint.
Department:	42	Wastewater
Amount:	\$20,000.00	
Account:	530362	Training-General
Fund:	4200	Wastewater Fund
Organization/Activity:	33400	Wastewater Collection System
Department:	42	Wastewater
Amount:	\$40,000.00	
Account:	530362	Training-General
Fund:	4200	Wastewater Fund
Organization/Activity:	33600	Wastewater Collections Ops & Maint.
Department:	42	Wastewater
Amount:	\$30,000.00	
Account:	530362	Training-General

### **RECOMMENDATION:**

Staff recommends approval of this motion as presented.

### **LIST OF SUPPORTING DOCUMENTS:**

Evaluation Matrix  
Service Agreement