

MEMORANDUM

TO: Claire Powell, City Manager

VIA: Shante Akafia, Assistant City Manager

FROM: Brett Bourgeois, PE, PMP, City Engineer

DATE: August 3, 2026

SUBJECT: **Approval of a Professional Services Agreement with Halff Associates, Inc., in the Amount of \$251,383.30 for Design Services Related to the Timber Creek Acres Park Erosion Project and Authorization for the City Manager, or Her Designee, to Execute the Agreement.**

BACKGROUND

Timber Creek has historically had erosion issues, and the City has completed several projects since 2007 to protect properties along its streambank. The 2024 Timber Creek Erosion Master Plan Update revealed that along a 1,400 linear foot reach of Timber Creek just east of Valley Parkway along the south side of the Timber Creek Acres Addition has concerning erosion issues. Staff has concerns that continued erosion along this stretch of Timber Creek will destabilize the existing 27-inch sanitary sewer and the adjacent private properties. The project consists of the conceptual design of the streambank and sanitary sewer improvements along this reach of Timber Creek. Staff has selected Halff & Associates to prepare a conceptual design for the streambank stabilization and sanitary sewer replacement.

ANALYSIS

Staff has negotiated a Professional Services Agreement with Halff Associates, Inc. in the amount of \$239,412.67 plus a 5% contingency in the amount of \$11,970.63 for a total cost of \$251,383.30 to include sanitary sewer CCTV and condition assessment, topographic surveys, site investigation, geotechnical engineering services, conceptual design and environmental documentation. Once the conceptual plan is complete, approximately 150 calendar days from written authorization from City excluding City staff review time, staff will determine the final design phasing of the project based on priority of need and negotiate a new PSA for final design and construction phase services. The negotiated fee is within the accepted range for the type and size of project. Design funding is available in the Timber Creek Acres capital project.

CITY STAFF'S RECOMMENDATION

That the City Council approve the agreement and authorize the City Manager, or her designee, to execute the agreement as set forth in the caption above.