

MEMORANDUM

TO: Claire Powell, City Manager

FROM: David Salmon, P.E., City Engineer

VIA: Jim Proce, ICMA-CM Assistant City Manager

DATE: November 17, 2025

SUBJECT: **Approval of a Professional Services Agreement with Halff Associates, Inc. in the Amount of \$204,072.75 for Design of the Streambank Stabilization for Timber Creek East of Kenny Court and Authorization for the City Manager, or Her Designee, to Execute the Agreement.**

BACKGROUND

In 2024, City staff discovered severe erosion had occurred along Timber Creek adjacent to the Timber Creek Trail just east of Kenny Court. The erosion is jeopardizing the trail and will eventually jeopardize an existing sanitary sewer line. Subsequently, the City Council approved a contract with Halff Associates in December 2024 to analyze the erosion and complete a preliminary design with multiple options for erosion control. Halff Associates has since completed the preliminary design for the improvements needed to stabilize the creek. The completed preliminary design provided two options for the creek repair including realignment options for the park trail. Staff, including the Engineering, Parks and Recreation and Public Services Departments, have selected a preferred option. Staff continues to monitor the site erosion, and the Parks and Recreation Department is prepared to provide a temporary realignment of the trail should the erosion become more severe. The Public Services Department is aware of the proximity of the erosion to the existing sanitary sewer and has also continued to monitor conditions. To date, erosion has not advanced significantly since the issue was discovered in 2024. It is recommended that Halff & Associates proceed with the final design for the necessary streambank stabilization improvements.

ANALYSIS

City staff has negotiated a Professional Services Agreement with Halff Associates, Inc. in the amount of \$194,355 plus a 5% contingency for a total cost of \$204,072.75 to include additional hydraulic analysis, final design, environmental permitting and construction phase services for the referenced streambank improvements. The time frame for plan completion is 150 calendar days excluding City review times. The negotiated fee is within the accepted range for the type and size of project. Design funding is available in the Streambank Stabilization for Timber Creek East of Kenny Court 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.