



STAFF REPORT

DATE: August 17, 2021

TO: Kent Cagle, City Manager

FROM: Tony McIlwain, Executive Director of Development Services

SUBJECT: Authorize the execution of Amendment No. 1 to the Professional Services Agreement with Halff Associates, Inc., in the amount of \$6,650 for the Retaining Wall Repair of Bermuda Ditch Project.

BACKGROUND AND FINDINGS:

City staff received a call from the property owner of 1124 Goodhue Drive notifying us about a failing retaining wall located at their rear property line. Upon inspection of the site, staff noticed that the retaining wall adjoining the opposite side of Bermuda Ditch, adjacent to the property located at 1127 Meadow Drive, is also failing. The retaining wall was built in conjunction with concrete-lined segments of Bermuda Ditch, and is an integral part of the manmade improvements. The concrete-lined portion of Bermuda Ditch runs in-between Goodhue Dr. and Meadow Dr. The retaining wall provides support to the ditch and to the backyards of multiple properties. It will be necessary to have engineered design plans prepared for the failing retaining wall. As such, the City contracted with a design firm to complete the project. Fixing the retaining wall is important for these property owners and is a preventive maintenance type project that will provide long-term benefits for the residents and for the City.

On June 7, 2021, a Professional Services Agreement (PSA) was executed with Halff Associates, Inc., for a not-to-exceed amount of \$48,950. The scope included complete survey and design for the replacement and reconstruction of the retaining wall on the west of the ditch. (A detailed scope of services is listed in the attached agreement.) However, later in June, due to the heavy rainfall, the retaining wall behind 1124 Goodhue Dr. collapsed and the retaining wall on the opposite side of Bermuda Ditch is in danger of falling. City staff installed concrete blocks to control further erosion of the backyard at Goodhue Drive. Consequently, staff requested the designers to continue their design for the east wall adjacent to 1127 Meadow Dr, which triggered Amendment No. 1 to the existing Professional Services Agreement for an amount of \$6,650, bringing the total contract amount to \$55,600. Funding for the design of this project is available in the current fiscal year. Funding for construction of this project is proposed in FY22 CIP Budget.

This professional service agreement amendment will allow Halff Associates, Inc., to produce design plans and specifications for the repair of the existing Bermuda Ditch wall segment from 1121 Meadow Drive to Wheeler Avenue, approximately 200 linear feet.

THE ALTERNATIVES CONSIDERED:

Alternative 1 - Do not approve this amendment. Doing so will continue to pose a threat as the fall of retaining wall is imminent. Fixing the problem at a later date will cost the city more money.

Alternative 2 - Approve Amendment No. 1 to the Agreement with Halff Associates, Inc. They have already begun the Engineering Report and site analysis.

Recommendation - City staff recommends that **Alternative 2** be pursued. This is the most expeditious plan to eliminate collapse of wall on the East side of Bermuda Ditch.

CONFORMITY TO CITY POLICY:

This item conforms to state, city, and local purchasing policies and regulations. Amendment No. 1 would bring the total contract amount to over \$50,000 which requires City Council approval.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

The amendment amount is \$6,650.

Is this a one-time or recurring expenditure?

This is a one-time expenditure.

Is this expenditure budgeted?

Yes, funding for this project is available in the Drainage CIP Fund, account 375-8934-493.69-01 in the current fiscal year.

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

Yes.

RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Halff Associates, Inc., in the amount of \$6,650 for the Retaining Wall Repair of Bermuda Ditch Project, and that the City Manager is expressly authorized to execute any and all change orders within the amounts set by the state and local law.

DEPARTMENTAL CLEARANCES:

Development Services
Finance
City Attorney

ATTACHED SUPPORTING DOCUMENTS:

Agreement

Amendment No. 1

Supplemental Services Proposal

Certificate of Interested Parties