

# Memorandum

**REPORT TO:** City Commission

**FROM:** Lance Lehigh, Engineer III  
Nicholas Ross, Director of Transportation and Engineering

**SUBJECT:** Authorize the City Manager to Sign Amendment 1 to the Professional Service Agreement with TD and H Engineering for Engineering Development Review Services

**MEETING DATE:** May 5, 2026

**AGENDA ITEM TYPE:** Agreement - Vendor/Contract

**RECOMMENDATION:** Authorize the City Manager to Sign Amendment 1 to the Professional Service Agreement with TD and H Engineering for Engineering Development Review Services

**STRATEGIC PLAN:** 4.3 Strategic Infrastructure Choices: Prioritize long-term investment and maintenance for existing and new infrastructure.

**BACKGROUND:** The Department of Transportation and Engineering currently utilizes consultant services provided by TD&H Engineering to assist with development review activities, including the review of site plans, subdivisions, engineering design reports, building and occupancy permit applications.

[The Professional Service Agreement \(PSA\)](#) between the City and TD&H Engineering was executed for a three (3) year term, effective through May 9, 2026, with an option to extend the contract for an additional two (2) years per Section 31 of the Agreement. The PSA enables staff to utilize TD&H on an on-call basis to support City workloads, and maintain development review timelines during peak demand periods. Staff recommends extending the Agreement for the additional two (2) year to assist the City in maintaining a high-quality development review service.

**UNRESOLVED ISSUES:** None.

**ALTERNATIVES:** As suggested by the City Commission.

**FISCAL EFFECTS:** Development review consultant services will be paid on a time and materials basis and will be funded through the FY27 and FY28 operating budget for the Engineering Services Division. Allocated funding for each fiscal year is anticipated to be \$20,000 each, pending operating budget approval.

Attachments:

[PSA First Amendment\\_TD&H  
Engineering\\_050526\\_FINAL.docx](#)  
[TD&H 2026 Rate Sheet.pdf](#)

Report compiled on: April 17, 2026