

Memorandum

REPORT TO: City Commission

FROM: Kellen Gamradt, Engineer II
Shawn Kohtz, Director of Utilities

SUBJECT: Authorize the City Manager to Sign Amendment 9 to the Professional Services Agreement for the Field Survey Term Contract with Sanbell, to Facilitate Design for Upcoming Capital Improvement Projects

MEETING DATE: November 10, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Approve and Authorize the City Manager to Sign Amendment 9 to the Professional Services Agreement for the Field Survey Term Contract with Sanbell to Facilitate design for upcoming capital improvement projects

STRATEGIC PLAN: 2.2 Infrastructure Investments: Strategically invest in infrastructure as a mechanism to encourage economic development.

BACKGROUND: Attached is a copy of the contract amendment with Sanbell. This amendment will add survey on North Broadway Avenue from Main Street to Avocado Street as described in the attached scope of work. This survey will be used to design utility and street improvements to North Broadway Avenue. In addition, this amendment will add survey on East Babcock Street at the intersections with South Black Avenue and South Bozeman Avenue. This survey will be used to design curb extensions at these intersections to improve pedestrian safety and sight distance. Staff has reviewed the amendment and found it to be commensurate with the work involved.

UNRESOLVED ISSUES: None

ALTERNATIVES: As suggested by the Commission

FISCAL EFFECTS: If approved, this amendment will increase the contract fee on a fixed fee basis with a cost of \$19,645 bringing the total contract amount from \$256,261 to \$275,906. Funding has been appropriated in the FY26 Budget as project STR71 and paid for from the City's Street Maintenance Fund

Attachments:

[PSA Amendment No 9.docx](#)

[Amendment 9 Scope and fee.pdf](#)

[Professional Services Agreement - Sanderson Stewart - Capital Improvements Project Field Study.pdf](#)

Report compiled on: October 29, 2025