

Memorandum

REPORT TO: City Commission

FROM: Brian Heaston, Senior Water Resources Engineer
Shawn Kohtz, Director of Utilities

SUBJECT: Authorize the City Manager to Sign an Amendment 2 to the Professional Services Agreement with Advanced Engineering and Environmental Services LLC for the Motor Control Center Replacement Project at the Water Reclamation Facility

MEETING DATE: May 20, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to Sign Amendment No. 2 to the Professional Services Agreement with Advanced Engineering and Environmental Services LLC for the Motor Control Center Replacement Project at the Water Reclamation Facility

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

BACKGROUND: The attached Amendment No. 2 provides for the preparation of bid documents and completion of bidding services for contractor installation of the Water Reclamation Facility motor control center (MCC) electrical equipment. The City is purchasing the MCC equipment under a separate and existing equipment procurement [contract awarded to The Third Element Inc.](#) Staff expects advertisement for installation bids to occur June 2025 with contract award in July 2025. The equipment procurement contract will be assigned by the City to the contractor awarded the MCC equipment installation contract. Upon assignment, the installation contractor will take on all duties and responsibilities that the City had as the equipment purchaser.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by the City Commission.

FISCAL EFFECTS: The negotiated not-to-exceed fee for Amendment No. 2 is \$18,494. Approximately 75% of this fee is for bidding services, which are payable on a time and materials basis. City staff expects the actual fee paid for completion of the Amendment 2 scope to fall under the fee cap. Costs for the MCC project are funded by wastewater fund CIP project WW121. Sufficient project and fund balance exists to cover Amendment 2 costs.

Attachments:

[Amendment No. 2_WRF MCC Replacement
PSA_20250506.pdf](#)

Report compiled on: May 8, 2025