

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: May 12, 2025

FROM: Dale Perryman, P.E., Town Engineer

SUBJECT: Professional Services Agreement with SSR (Smith Seckman, Reid), Inc. for the Queen Oaks Basin Study

INTRODUCTION:

The purpose of this agenda item is to request the Board of Mayor and Aldermen (BMA) approve a Professional Services Agreement with SSR (Smith Seckman, Reid), Inc. for the Queen Oaks Basin Study.

BACKGROUND:

Queen Oaks is one of the main north/south laterals flowing in the mid-to-eastern part of the Town. During the FY 2024-25 budgeting process the BMA approved the funding for a study of Queen Oaks basin to identify potential issues, future location of possible drainage improvements, and to analyze infill developments and the impacts they will have on drainage within the basin.

DISCUSSION:

Eight (8) engineering firms submitted their Requests for Statements of Qualifications (RFSOQ). After extensive meetings and discussions, the evaluation committee approved the final proposal on April 3, 2025. The firm was selected based on its previous experience within the Queen Oaks basin and its ability to allocate sufficient staff to complete the project within the required timeframe. SSR (Smith Seckman, Reid), Inc. received the highest score from the evaluation committee. SSR previously developed the original model for the design of the Queen Oaks Detention Facility. Following negotiations, the final proposal amount was agreed upon at \$192,359.00.

The attached proposal outlines the scope of services, the timeline for each phase, and the payment rates for the work. The time to complete the work is 270 days. In order to calibrate the model correctly, rain fall data will need to be collected. It is anticipated to take 180 days.

Staff Recommendation: Staff recommends approval for the Professional Services Agreement with SSR (Smith Seckman, Reid), Inc. for the Queen Oaks Basin Study.

BUDGET IMPACT:

Fund	Dept.	Obj. Code	Description	Approved Line Item Budget ⁽¹⁾	Previous Expenses	Proposed Expense	Balance	Budget Impact
321	43120	999-202501	Queen Oaks Basin Study	\$195,000.00	\$0.00	\$192,359.00	\$2,641.00	\$20,000.00 Increase

(1) Assumes the approval of Resolution 2025-25 on this agenda.

ATTACHMENTS:

[Exhibit 1 - Vicinity Map](#)

[Exhibit 2 - Team Report](#)

[Exhibit 3 - Contract](#)

PROPOSED MOTION:

To approve the Professional Services Agreement with SSR (Smith Seckman, Reid), Inc. for the Queen Oaks Basin Study in the amount of \$192,359.00.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						