



## Memo

---

**File #:** 312-24

**Agenda Date:** 7/2/2024

---

**TO:** Mayor and City Council

**FROM:** Beth Beatty, City Manager

**SUBJECT:**

Award of Professional Services Agreement for Professional Engineering Support Services to Baxter & Woodman, Inc. in the amount of \$150,000.00

**BACKGROUND:**

The Public Utilities Department relies on various consulting firms to support and extend the efforts of in-house engineering staff. This includes both specialized work as well as assistance in addressing workload peaks. In a typical year, a number of smaller contracts and purchase orders for various services are approved as the need arises. To improve departmental efficiency, a number of these smaller contracts are being grouped together into one larger engineering support services contract.

In the summer of 2023, the Public Utilities Department advertised an RFQ for General Municipal Services for 15 different categories of work. 53 sealed qualifications were received. Staff reviewed the SOQs and created a short list of the best fit consultants for the Department's needs for each work type. The evaluation was based on the City's previous experience with the firm, the firm's proposed team, the firm's project experience, locality, and other task specific factors. Staff uses this short list to negotiate proposals with the consultants for the respective project type.

The Public Service Committee will review this matter.

**CONCLUSION:**

Baxter & Woodman Inc. was short listed for multiple categories of work based on their prior experience satisfactorily performing these services for the City. Accordingly, Staff requested Baxter & Woodman Inc. to provide a proposal for the scope of work of:

- Development plan review assistance.
- Hydraulic modeling updates for the water distribution system.
- GIS updates for new development, water modeling, and minor mapping updates.
- I-80 reconstruction water and sanitary sewer review and design assistance (this item is reimbursable by IDOT)
- General municipal engineering services.

Costs will be incurred on a time and materials basis per a previously negotiated rate structure, not to exceed the contract total of \$150,000.00.

Section 2-438 of the City of Joliet Code of Ordinance states that purchases over \$25,000.00 may be

awarded without written specifications under certain circumstances. Two (2) of these circumstances apply:

- (f) Purchases when authorized by a concurring vote of two-thirds (2/3) of the Mayor and City Council;
- (g) Purchases of professional services.

Sufficient funds exist utilizing the Water & Sewer Operating Fund / Engineering Administration / Professional Services (Org 50080013, Object 523300, \$150,000.00).

**RECOMMENDATION:**

Based on the above, it is recommended that the Mayor and City Council approve a Professional Services Agreement for Professional Engineering Support Services, in the amount of \$150,000.00, on behalf of Baxter & Woodman Inc.