



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement

ACM: Christine Taylor

DATE: September 30, 2025

SUBJECT

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to approve a pre-qualified professional services list of various types of engineers for Denton Municipal Electric; and providing an effective date (RFQ 8837 – for a three (3) year term). The Public Utilities Board will consider this item on Monday, September 29, 2025.

STRATEGIC ALIGNMENT

This action supports Key Focus Area: Enhance Infrastructure and Mobility.

INFORMATION/BACKGROUND

In an effort to expedite project delivery and comply with State Procurement Statutes, Denton Municipal Electric (DME) conducted a solicitation via a Request for Qualifications (RFQ) to establish an Engineering Pre-Qualified List. The RFQ was advertised for professional services in six categories, including Energy Services, Electric Transmission and Substations, Electric Distribution, Denton Energy Center, the Energy Management Organization, and Technical Software and Applications. All Statements of Qualifications (SOQs) that were received by the submittal deadline were reviewed by staff from multiple divisions.

The RFQ process involved the review of ten (10) SOQs along with the scoring of each firm within the applicable categories. This process ensures all responding engineering firms are reviewed fairly based on criteria spelled out in the RFQ. Firms could submit SOQs for any or all the work categories. Once approved, DME will have a Pre-Qualified List of engineering consultants to meet the immediate and anticipated needs for services, in which contracts can be executed quickly. The need for a pre-qualified list is apparent in the dynamic and fast-paced growth of the City. Large developments, highway relocations, and projects required by new state legislation often place significant demand on Engineering resources with timelines that require a fast response. Without a Pre-Qualified List in place, State Procurement Statutes require an RFQ each time engineering services are needed. The intent of this process is to utilize the entire list of qualified firms to maximize availability and flexibility in selecting the appropriate firm for any project support needs. After approval of this procurement action by the Public Utility Board and City Council, DME will be able to more quickly respond to stage regulations, developers, the Texas Department of Transportation, and others to accomplish work in the necessary timelines.

Request for Qualifications (RFQ) for professional engineering services was sent to 730 prospective firms for these services, including 18 Denton firms. In addition, the RFQ was placed on the Procurement website for prospective respondents to download and advertised in the local newspaper. Ten (10) statements of

qualifications (SOQ) were received. The SOQs were evaluated based on published criteria, including overall fit with the city, experience and qualifications, past performance, and schedule. All firms scoring 80 or higher were placed on the list. The evaluation team is recommending approval of the list with ten (10) qualified firms.

NIGP Code Used for Solicitation:	925 - (Service Only) - Engineering Services, Professional
Notifications sent for Solicitation sent in IonWave:	730
Number of Suppliers that viewed Solicitation in IonWave:	128
HUB-Historically Underutilized Business Invitations sent out:	110
SBE-Small Business Enterprise Invitations sent out:	235
Responses from Solicitation:	10

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On September 29, 2025, this item will be presented to the Public Utilities Board (PUB) for consideration.

RECOMMENDATION

Recommend approval of pre-qualified professional services list of various types of engineers for Denton Municipal Electric, as reviewed and qualified by City staff.

ESTIMATED SCHEDULE OF PROJECT

This is a three (3) year contract.

FISCAL INFORMATION

No funds are requested or required to be spent as part of this approval. Individual contracts will be negotiated with each firm, and purchasing orders will be issued as needed.

EXHIBITS

Exhibit 1: Agenda Information Sheet
Exhibit 2: Evaluation Sheet
Exhibit 3: Ordinance

Respectfully submitted:
Lori Hewell, 940-349-7100
Purchasing Manager

For information concerning this acquisition, contact: Aaron Bennion, 940-349-7117.

Legal point of contact: Marcella Lunn at 940-349-8333.