



City of Denton

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

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement
ACM: Cassey Ogden
DATE: November 19, 2024

SUBJECT

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a Professional Services Agreement with Biggs & Mathews Environmental, Inc., for engineering services for the Solid Waste Chemicals and Recycling Center Facility Improvements for the Solid Waste Department as set forth in the contract; providing for the expenditure of funds therefor; and providing an effective date (RFQ 8525-004 – Professional Services Agreement for engineering services awarded to Biggs & Mathews Environmental, Inc., in the not-to-exceed amount of \$131,000.00).

STRATEGIC ALIGNMENT

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

INFORMATION/BACKGROUND

The Solid Waste Home Chemicals & Recycling Center (SWHCRC) was constructed in 2007 and has been operating for 15 years. The Solid Waste Department operates many programs and offers diverse services, many of which take place at the SWHCRC. As the City of Denton and surrounding regions have been growing, so has the traffic as it approaches and departs the SWHCRC.

The Solid Waste Department seeks to improve site access roads and driveways for improved traffic flow and safety concerns with the current unimproved surfaces, to expedite and manage traffic with efficacy and safety. This contract aims to secure professional services with an engineering firm to design delineated site improvements and prepare bid documents, as appropriate.

Through the engineering services contract RFQ 8525, we found that Biggs & Mathews Environmental, Inc. has pronounced knowledge and experience with the Solid Waste industry including household hazardous waste facilities and recycling centers. Biggs and Mathews have provided a Best and Final Offer and proposed to perform tasks as requested in the Scope of Work, the City of Denton development code, and all applicable federal, state, and local rules and regulations.

Request for Qualifications for state-certified engineers for professional engineering services for the Solid Waste and Recycling Department was solicited using the City's formal solicitation process. City Council approved a pre-qualified list of professional service firms on August 20, 2024 (Ordinance 24-1562).

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On August 20, 2024, City Council approved RFQ 8525 for state-certified engineers for professional engineering services for the Solid Waste and Recycling Department (Ordinance 24-1562).

On November 18, 2024, this item will be presented to the Public Utilities Board (PUB) for consideration.

RECOMMENDATION

Award a contract with Biggs & Mathews Environmental, Inc., for engineering services for the Solid Waste Chemicals and Recycling Center Facility Improvements for the Solid Waste Department, in a not-to-exceed amount of \$131,000.

PRINCIPAL PLACE OF BUSINESS

Biggs & Mathews Environmental, Inc.
Mansfield, TX

ESTIMATED SCHEDULE OF PROJECT

This project will be started upon approval with a completion date within six (6) months.

FISCAL INFORMATION

These services will be funded from Solid Waste and Recycling account 660906595. Requisition #166797 has been entered into the Purchasing software system in the amount of \$131,000. The budgeted amount for this item is \$131,000.

EXHIBITS

Exhibit 1: Agenda Information Sheet
Exhibit 2: Ordinance and Contract

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

For information concerning this acquisition, contact: Arturo Garcia, 940-349-8021.

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