



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 execute a Professional Services Agreement with CEI Engineering Associates, Inc., for the planning and design of a boating/kayak dock for the Parks and Recreation Department as set forth in the contract; providing for the expenditure of funds therefor; and providing an effective date (RFQ 8630 – Professional Services Agreement for planning and design services awarded to CEI Engineering Associates, Inc., in the not-to-exceed amount of \$90,000.00).

STRATEGIC ALIGNMENT

This action supports Key Focus Area: Strengthen Community and Quality of Life.

INFORMATION/BACKGROUND

The Parks and Recreation Department (PARD) worked with the neighborhood and community as a whole to establish a park plan that meets the needs of Americans with Disabilities Act (ADA) accessibility for fishing docks and kayak launches. PARD applied and was approved for the Texas Parks and Wildlife Department (TPWD) Boating Access Grant 2023.

This contract will include the purchase and installation of the following items:

- Topographic survey and all required permitting.
- Design documents for new kayak launches.
- New ADA parking stalls, sidewalk connection to existing dock, and proposed courtesy dock and kayak launch (North Lakes Park)
- Launch entry kit, dock benches with cupholders.

Project Description	Estimated Expenditure
Topographic Survey	\$12,000
Environmental/Cultural Resource Permitting Compliance	14,600
Construction Plans/OPCC/Specifications/Stormwater PPP	44,800
Reimbursable Expenses	5,600
Additional Services (as required)	13,000
Total	\$90,000

Request for Qualifications (RFQ) for professional planning and design services was sent to 826 prospective firms for these services, including 24 Denton firms. In addition, the RFQ was placed on the Procurement website for prospective respondents to download, and advertised in the local newspaper. One (1) statement of qualifications (SOQ) was received, and references were checked to ensure the vendor can provide the services requested in the Scope of Work. The SOQ was evaluated based on published criteria including identification and understanding of the City's requirements, past performance and experience, qualifications of key personnel, and schedule to complete tasks. Based upon this evaluation, the recommended award is to CEI Engineering Associates, Inc., and is determined to be the most qualified firm for the City.

NIGP Code Used for Solicitation:	906 - (Service Only) - Architectural Services, Professional & 925 - (Service Only) - Engineering Services, Professional
Notifications sent for Solicitation sent in IonWave:	826
Number of Suppliers that viewed Solicitation in IonWave:	23
HUB-Historically Underutilized Business Invitations sent out:	122
SBE-Small Business Enterprise Invitations sent out:	257
Responses from Solicitation:	1

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On April 18, 2022, City Council reviewed the proposal to apply for the Texas Parks and Wildlife Department (TPWD) Grant 2023.

RECOMMENDATION

Award a contract with CEI Engineering Associates Inc., for the planning and design of a boating/kayak dock for the Parks and Recreation Department, in a not-to-exceed amount of \$90,000.

PRINCIPAL PLACE OF BUSINESS

CEI Engineering Associates, Inc.
Dallas, TX

SUSTAINABILITY MEASURES

This project will involve environmental/cultural resource permitting coordination as outlined by the Texas Parks and Wildlife Boat Access Grant Program. Also, the project will contain a stormwater protection plan that would encompass protection measures to maintain environmental quality.

ESTIMATED SCHEDULE OF PROJECT

This project will be started upon approval, with a completion date by July 30, 2026.

FISCAL INFORMATION

These services will be funded from 2023 Boating Access Grant account 400468348. Requisition #172003 has been entered into the Purchasing software system in the amount of \$90,000. The budgeted amount for this item is \$90,000.

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: Ziad Kharrat, 940-349-8471.

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