



REPORT to the MAYOR and MEMBERS of the CITY COUNCIL  
From the CITY MANAGER

DATE: July 22, 2025

SUBJECT: RESOLUTION AUTHORIZING A TASK ORDER TO BWE, INC. FOR DESIGN SERVICES FOR THE NANCY DRIVE STREET DRAINAGE IMPROVEMENTS (CAPITAL IMPROVEMENT PROJECT NO. 8323)

ISSUING DEPARTMENT: PUBLIC WORKS

SUMMARY:

Issues:

Should the City Council approve the attached Resolution authorizing the issuance of a task order to BWE, Inc., to provide stormwater drainage design services for the Nancy Drive Street Drainage Improvements project in the amount of \$75,545?

Recommendation:

Approve the attached resolution authorizing the issuance of a task order to BWE, Inc., to provide stormwater drainage design services for the Nancy Drive Street Drainage Improvements project in the amount of \$75,545.

Fiscal Impact:

This task order is funded under Capital Improvement Project No. 8323, Sidewalk Construction, which aims to address sidewalk gaps throughout the city and utilizes Community Development Block Grant funding for eligible areas. Due to the drainage impacts and ponding on the adjacent sidewalks, primarily at the driveway aprons, curb and gutter replacement are being replaced as part of the sidewalk construction.

City's Strategic Goals:

- Invest in infrastructure to serve the needs of the community.

**BACKGROUND:**

The City received concerns of ponding along the street gutter line on Nancy Drive between Gregory Street and Earl Street. Staff investigated the concerns and concluded that replacing the curb and gutter and repairing driveway apron grades would remedy the situation and protect the street pavement from further deterioration.

In May 2024, the City issued a request for qualifications (RFQ 25-01) and conducted a formal selection process to select highly qualified firms capable of providing various professional services. BWE, Inc. was chosen to provide stormwater drainage design services, and in August 2024, a master agreement was executed. The terms of the master agreement allow for the issuance of task orders to authorize specific items of work on an as-needed basis to the selected consultants.

**DISCUSSION:**

The Nancy Drive Street Drainage Improvements project design will provide the City with construction improvement drawings to properly lay out the replacement of curb and gutter, as well as the replacement of driveway aprons along the street segment. After the design is completed, the City shall program the project for future construction in the Capital Improvement Program.

**CONCLUSION:**

Staff recommends that the City Council adopt the attached resolution authorizing the issuance of a task order to BWE, Inc., to provide stormwater drainage design services for the Nancy Drive Street Drainage Improvements project in the amount of \$75,545.

Reviewed by:



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Greg Humora  
City Manager,

Respectfully submitted by:



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Michael Throne, PE  
Director of Public Works



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Mike Kinnard  
Engineering Project Manager

Attachments:    A. Resolution  
                      B. Task order