

### MEMORANDUM NO. 24-11

**DATE:** 01/29/2024

**TO:** Mark Berman, City Attorney

**FROM:** Matthew Kudrna, Project Manager II

**SUBJECT:** Request for Resolution- Execute Work Authorization No. 11

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In October 2021, the City solicited for CCNA civil consultants through RLI E-20-20. Subsequent to this RLI, Commission approved a Contract for Consultant Agreement with one of the many ranked firms, Keith and Associates, Inc. via Ordinance No. 2021-54, Continuing Contract for Engineering Services for Civil Engineering Services for Various City Projects.

The project involves the preparations of engineering plans for the drainage improvements in the Avalon Gardens (west of 26th Terrace) and Harbor Village (East of 26th Terrace) area. Based on the City's Stormwater Master Plan (2013), the area mentioned was identified as a priority drainage basin in need of stormwater system improvements based on the historical flooding problems observed by City staff, the flooding complaints received from residents and the results from the existing conditions stormwater model.

At this time, I would like to request a resolution to execute Work Authorization No. 11 in the amount of \$207,120.00 to provide civil engineering design services for the subject project, and more specifically as detailed in the attached Exhibit A. Please see attached Work Authorization and other corresponding documents for reference.

If you do not have any objection, please process my request for a resolution to execute Work Authorization No. 11 to Keith and Associates, Inc., in the amount of \$207,120.00 for civil engineering services and I will present to commission for approval.

Enclosures:

Work Authorization No. 011  
Exhibit A-Work Authorization Back Up.  
Ordinance 2021-54