

MEETING DATE: 01/28/26

AGENDA ITEM SUMMARY

Subject: Engineering Services Agreement

Background Summary: Trout

Due to the upcoming retirement of the City Engineer, the City of Charles City has established a plan to ensure continuity of engineering services and minimize disruption to ongoing operations, capital projects, and regulatory compliance. The City Engineer position has historically provided daily engineering support, project oversight, and professional guidance across multiple departments.

To address this transition, staff evaluated alternatives for maintaining consistent access to municipal engineering expertise and recommended retaining a private engineering firm under a retainer-based professional services agreement to provide general municipal engineering services. Under this model, the firm would function as the City's primary engineering resource, offering services comparable to those historically provided by the City Engineer while allowing flexibility in staffing and specialized expertise.

Multiple engineering firms submitted proposals and three were interviewed as finalists:

1. JEO Consulting Group, Inc. (JEO)
2. I & S Group, Inc. (ISG)
3. Crawford Engineering and Surveying, Inc. (CESI)

Prior to the decision, Council and Staff will discuss the options and come to a consensus.

RESOLUTION NO. 26-26

*RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT FOR
MUNICIPAL ENGINEERING SERVICES BETWEEN THE CITY OF CHARLES CITY
AND _____*

WHEREAS, the City of Charles City (the "City") requires professional engineering services to assist with site development reviews, capital improvement planning, technical infrastructure issues, and general municipal representation; and

WHEREAS, _____ has the expertise and qualifications to provide said services and has designated _____, as the primary engineer for the City; and

WHEREAS, a Professional Services Agreement has been prepared outlining a scope of services including both general municipal engineering and a framework for specifically identified projects; and

WHEREAS, it is in the best interests of the City to approve and authorize the Agreement to retain _____ to provide services to the City as set forth in the Scope of Services in the Agreement, which services include, but are not limited to, _____.

NOW, THEREFORE BE IT RESOLVED that the Agreement between _____ and the City be, and is hereby, approved, and the mayor and city clerk are authorized and directed to execute the agreement on behalf of the City.

COUNCIL MEMBER moved the adoption of the foregoing Resolution;

COUNCIL MEMBER seconded the motion to adopt, and on roll call the voting was as follows:

AYES:

NAYS:

Passed and approved this _____ day of February, 2026

Dean Andrews, Mayor

Attest:

Brittney Lentz, City Clerk