



TO: SHAUN COSS, ASSISTANT DIRECTOR OF BUILDING, BUILDING, BUILDING ADMIN

FROM: FELICIA HOLLOMAN, ASSISTANT CITY ATTORNEY **FH**

THROUGH: SARA HEDGES, CITY ATTORNEY *SH*

RE: CONTRACT FOR RFQ 2025-009 COMMUNITY RATING SYSTEM (CRS) AND CLIMATE RESILIENCE PROFESSIONAL

CAO RLS FILE: 25-188

DATE: JULY 8, 2025

I have reviewed the above Request for Legal Services (RLS) related to RFQ No. 2025-009 and the agreement for services with Tetra Tech, Inc. A redlined and clean copy of the agreement are attached. The clean copy is approved as to form and correctness.

As noted in RLS 25-136, there are several substantive changes to the agreement. Again, please review these changes carefully, as they include steps to be taken by your Department to effectuate the agreement:

1. Awarding of a particular project to the contractor should be memorialized in a specific authorization. This section was added, including the purchasing rules, under Section 1 of the agreement. *Please review this section, as it will require additional steps of your Department to initiate a particular project with the contractor.*
2. Exhibit A was edited to reflect an appropriate Statement of Work, explaining what work is expected of the contractor, the specific details of that work, and the expectations of the contractor, following the RFQ language. *Please review to be sure there are no additions to be made to the Statement.*

If you have any questions, please do not hesitate to contact this Office via phone or e-mail.

Thank you.