




TO: VENETIA BARNES, STORMWATER ENGINEER MANAGER, ENGINEERING

FROM: CAMILLE WALLACE, ESQ., SENIOR ASSISTANT CITY ATTORNEY 

THROUGH: SARA HEDGES, CITY ATTORNEY 

RE: RFQ2025-022 PROFESSIONAL ENGINEERING SERVICES AGREEMENT - KIMLEY-HORN & ASSOCIATES, INC.

CAO RLS#: 25-336

DATE: OCTOBER 16, 2025

I have reviewed the above Request for Legal Services (RLS) related to the previously approved RLS 25-294 for the Master Agreement for Professional Engineering Services procured under RFQ2025-022. Please note the following comments:

1. The redlined version (which only has one (1) edit), and a clean version has been uploaded for the Department to use as a template for future agenda items.
2. Based on the comment above, **the Agreement is approved as to form and correctness.**
3. Reminder: The Department should place the Agreement on the Commission consent Agenda for review and approval *prior* to execution by the City. However, the Contractor, should sign the Agreement prior to it being placed on the Agenda.

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