




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 - CAPTEC ENGINEERING, INC.

CAO RLS#: 25-384

DATE: NOVEMBER 24, 2025

I have reviewed the above Request for Legal Services (RLS) related to the previously approved Master Agreement for Professional Engineering Services (RLS 25-294) with CAPTEC ENGINEERING, INC. I corrected the Contractor's misspelled business name and updated the statute number noted in the Affidavit of Coercion. The red-lined and clean versions have been uploaded for the Department use as a template for future agenda items. With the minor edits as noted, the **Agreement is approved as to form and correctness.**

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.