

RESOLUTION 26-26

A RESOLUTION AUTHORIZING THE CITY OF SPRING HILL TO NEGOTIATE MASTER SERVICES AGREEMENTS FOR WATER ENGINEERING SERVICES

WHEREAS, the City of Spring Hill, Tennessee Water Department (“City”) requires ongoing professional engineering services to support water system planning, design, construction, maintenance, and regulatory compliance; and

WHEREAS, the City issued a Request for Qualifications (RFQ) to solicit statements of qualifications from engineering firms capable of providing professional engineering services for water-related projects; and

WHEREAS, the RFQ submission deadline was December 8, 2025, and the City received multiple qualifications packages in response; and

WHEREAS, City staff evaluated all timely submissions in accordance with the scoring matrix presented in the RFQ; and

WHEREAS, based upon the results of the RFQ evaluation, City staff identified seventeen (17) engineering firms demonstrating qualifications and specialized expertise in specific scopes of work required by the Water Department; and

WHEREAS, the City desires to enter into Master Services Agreements with the selected firms to allow for efficient procurement of professional engineering services on an as-needed basis, with individual project scopes and compensation to be authorized separately; and

WHEREAS, the names of the selected engineering firms and their general scopes of services are set forth in **Exhibit A**, attached hereto and incorporated by reference.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE, THAT:

1. The Board hereby authorizes City staff to begin negotiations of Master Services Agreements with the seventeen (17) engineering firms identified in Exhibit A.
2. Authorization to negotiate Master Services Agreements does not obligate the City to award work to any firm, nor does it guarantee a minimum amount of work to any firm.
3. Individual project assignments, scopes of work, and compensation shall be subject to further approval in accordance with City policies, applicable laws, and purchasing requirements.
4. The Purchasing Agent is authorized to execute all documents necessary to carry out the intent of this resolution, subject to final approval.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill,
Tennessee on the 20th day of January, 2026.



Matt Fitterer, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

EXHIBIT A

STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Rebecca Holden, Finance Director
DATE: January 20, 2026
SUBJECT: Resolution 26-26 | A Resolution authorizing the City to negotiate master service agreements for water engineering services

RECOMMENDATION:

Staff recommends approval of a resolution authorizing the City of Spring Hill Water Department to begin negotiating Master Services Agreements with seventeen (17) engineering firms for professional water engineering services.

BACKGROUND:

The City issued a Request for Qualifications (RFQ) to establish a pool of qualified engineering firms to provide professional engineering services for Water Department projects on an as-needed basis. The RFQ submission deadline was December 8, 2025.

The RFQ included an evaluation and scoring matrix, and all timely submissions were reviewed and scored by staff in accordance with the criteria set forth in the RFQ. Based on the results of that evaluation, staff identified seventeen (17) firms, demonstrating qualifications and specialized expertise in specific scopes of work required by the Water Department.

Based on the bid tabulation, Seal Rite, Inc. submitted the lowest responsive and responsible bid at \$23,864.00, with all other bids exceeding this amount.

Establishing Master Services Agreements with these firms will allow the City to efficiently procure professional engineering services while ensuring projects are assigned to firms with appropriate subject-matter expertise. The recommended firms and their general scopes of services are listed in Exhibit A.



FINANCIAL IMPACT:

Approval of this item has no immediate fiscal impact. Compensation for any future project assignments will be subject to separate authorization in accordance with City purchasing policies



City of Spring Hill | Finance Department
199 Town Center Parkway
Spring Hill, Tennessee 37174
rholden@springhilltn.org



Exhibit A

| Firms | Relevant Project Experience | Qualifications of Key Personnel | Approach to Coordination & Communication | Specialized Expertise | References | Total |
|--|-----------------------------|---------------------------------|--|-----------------------|------------|-------|
| Black and Veatch | 28 | 24 | 19 | 15 | 10 | 95 |
| SSR (partnered with Hawkins) | 27 | 22 | 17 | 13 | 9 | 88 |
| Wauford | 28 | 22 | 18 | 13 | 9 | 90 |
| Hazen and Sawyer | 27 | 23 | 17 | 13 | 10 | 90 |
| Carollo | 30 | 24 | 19 | 15 | 10 | 97 |
| LDA Engineering | 28 | 23 | 17 | 14 | 9 | 91 |
| Kimley Horn | 26 | 21 | 18 | 12 | 9 | 86 |
| SA Strand Associates, Inc | 26 | 22 | 17 | 13 | 9 | 88 |
| Raftelis | 26 | 22 | 18 | 14 | 10 | 89 |
| Innovative Contracting & Engineering (ICE) | 26 | 21 | 18 | 14 | 10 | 88 |
| Survey and Mapping Services (SAM) | 27 | 23 | 17 | 13 | 9 | 88 |
| Ragan Smith | 28 | 23 | 17 | 14 | 10 | 91 |
| HMB | 26 | 24 | 19 | 13 | 9 | 90 |
| EnviroScience | 24 | 23 | 18 | 14 | 10 | 88 |
| OHM Advisors | 27 | 24 | 18 | 12 | 9 | 89 |
| RJN | 28 | 23 | 17 | 15 | 9 | 92 |
| Thomas and Hutton | 26 | 22 | 17 | 12 | 8 | 85 |