

Legislation Text

File #: 7142, Version: 1

CC MEETING: APRIL 15, 2025

DATE: March 17, 2025

TO: Erin Rinehart, City Manager

FROM: Samantha Dean, Workforce Services Director
Chrystal Davis, Assistant City Manager

Consider **Authorizing The City Manager To Enter Into An Agreement With Charlesworth Consulting, LLC Pursuant To RFP #25-029 For Risk Management Consulting Services In An Amount Not To Exceed \$59,895.00 Annually, For A Total Three-Year Contract Amount Not To Exceed \$179,685.00.**

BACKGROUND:

This contract is for risk management consulting services, which includes property and casualty claims as well as workers compensation.

Bid notifications were posted online, previous and interested vendors were contacted, and advertisements were placed in the Dallas Morning News. One (1) vendor responded. Charlesworth Consulting, LLC has demonstrated a professional level of work ethic and assisted with various sensitive projects in the past that have provided the City value in their risk assessment.

The award will be for an initial one-year term. The award also includes two additional, one-year renewal options, if mutually agreed upon by the City and the vendor, for a potential three-year total contract.

FINANCIAL IMPLICATIONS:

The risk management consulting services listed in RFP #25-029 will be purchased from budgeted funds and include a contingency.

IMPACT ON COMMUNITY SUSTAINABILITY:

This project supports and aligns with City Council's goals and objectives of allocating resources for optimal results.

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommend that the City Council authorize the City Manager to enter into an agreement with Charlesworth Consulting, LLC pursuant to RFP #25-029 for risk management consulting services in an amount not to exceed \$59,895.00 annually, for a total three-year contract amount not to exceed \$179,685.00.