


INTER-OFFICE MEMORANDUM

TO: Jesus Merejo, City Manager

VIA: Kristina Ciuperger, Assistant City Manager
Caroline Sturgis, Director, Office of Management and Budget

THRU: Brad Keen, Director, Parks & Recreation Department

FROM: Mike Kendrick, Assistant Director, Parks & Recreation 

RE: JUSTIFICATION MEMO FOR WAIVER OF FORMAL BIDDING PROCESS –
RIVERLAND PASEO PARK SPORTS FIELD DRAINAGE

DATE: December 1, 2025

Purpose:

This memo provides justification for waiving the formal competitive bidding process and awarding the contract for the installation of sports field drainage improvements at Riverland Paseo Park to XGD Systems, LLC, for good cause.

Background:

The City previously issued a public solicitation for similar specialized drainage work at Jessica Clinton Park under DemandStar Solicitation No. MK102325, which was distributed to 336 vendors. Despite the broad distribution, XGD Systems, LLC was the *only responsive bidder*. This outcome demonstrates the highly specialized nature of the subsurface drainage system required and the limited number of qualified contractors capable of performing this work.

XGD Systems, LLC has successfully completed similar drainage improvements at the Saints Golf Course and is currently performing drainage installation at Jessica Clinton Park. Their demonstrated performance, specialty expertise, and familiarity with the City's standards and field conditions reduce project risks and ensure continuity in quality.

Justification for Waiver:

A waiver of the competitive bidding process is recommended based on the following:

1. Specialized Expertise:

The drainage system required at Riverland Paseo Park is a specialty application. Prior competitive

solicitations have shown that XGD Systems is the only contractor both capable and willing to perform this specific type of work.

2. **Previous Competitive Effort:**

The recent solicitation distributed to 336 vendors resulted in a single responsive bid—from XGD Systems—demonstrating a good-faith competitive procurement effort and confirming limited market availability.

3. **Performance History:**

XGD Systems has established a successful track record with the City, including the Saints Golf Course project and current work at Jessica Clinton Park. Their continued involvement ensures consistent quality and minimizes mobilization and learning-curve costs.

4. **Budget Compliance:**

The contractor's quoted cost of **\$291,000** is within the allocated project budget.

5. **Operational Benefits:**

Advancing this project without delay will:

- Improve sports field playability
- Reduce rainouts and lost revenue
- Enhance the experience for all reservation holders
- Support operational efficiency for the Parks & Recreation Department

6. **Time Sensitivity:**

The work must be completed during the scheduled sports field downtime in **January 2026** before the upcoming sports and rainy season. Re-soliciting would likely jeopardize the project schedule and delay installation beyond the necessary window and continue to create a problematic field condition, canceled reservations and reduction of revenues back to the City.

Next Steps:

If this waiver is approved, staff will work with the Procurement and submit an agenda item through Legistar for final City Council consideration on December 8, 2025, during a regularly scheduled Council Meeting.

Recommendation:

For the reasons outlined above, it is recommended that we waive the formal bidding process for good cause shown and proceed with awarding the contract for the Riverland Paseo Park sports field drainage installation to **XGD Systems, LLC**.

Approved: _____

Caroline Sturgis, Director, Office of Management and Budget

Approved: _____

Jesus Merejo, City Manager

c: Kelly Boatwright, Assistant Director, Parks & Recreation Department