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## City Council Regular Meeting

**DEPARTMENT:** Development Services

**FROM:** Michelle McCullough, P.E., CFM, Deputy Director/City Engineer

**MEETING:** November 4, 2024

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**SUBJECT:**

Consider approval of a professional services contract with Freese and Nichols, Inc. for engineering services related to the review of flood studies and general stormwater drainage design for a three (3) year term in the amount of \$90,000.00. *(Staff Contact: Michelle McCullough, Deputy Director/City Engineer)*

**SUMMARY:**

Freese and Nichols, Inc. (FNI) has provided general engineering review for the city since 2009. The engineering documents typically reviewed by FNI include detailed flood studies prepared for various development projects involving modifications of the floodplain, which are specialized in nature and often time-consuming to review. The staff at FNI have the technical expertise and software required for these detailed reviews. Both the property owners and/or development community also receive benefit from their expert reviews because they result in shortened review times by the Federal Emergency Management Agency (FEMA) as the majority of design issues are identified by Freese and Nichols, Inc. and subsequently corrected by the applicant's engineer before submittal to FEMA.

In addition to flood study reviews, FNI provides technical guidance to City staff for large drainage designs and reviews of development-related civil construction plans as needed.

Staff met with the Purchasing Department and discussed potential process improvements. It was determined that the review contracts are re-occurring contracts every fiscal year, and purchasing recommended that the engineering development division consider utilizing a multi-year contract. To determine the average level of effort for the review contract, staff evaluated data for the past five years and determined that an average of \$30,000 per year for a 3-year total of \$90,000 for review of traffic-related studies related to development projects within the city.

Staff requests the City Council approve a \$90,000 contract over the next three years to review flood studies, drainage designs, and civil construction plans related to development to ensure responsible and orderly development per the City's Subdivision and Development Ordinance within the City.

**RECOMMENDATION:**

Approve a professional services contract with Freese and Nichols, Inc. for engineering services related to the review of flood studies and general stormwater drainage design for a three (3) year term in the amount of \$90,000.00

**PRIOR ACTION/INPUT (Council, Boards, Citizens):**

None

**REFERENCE:**

None

**FISCAL IMPACT:**

Account – 1013102-62010

**STAFF CONTACT:**

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